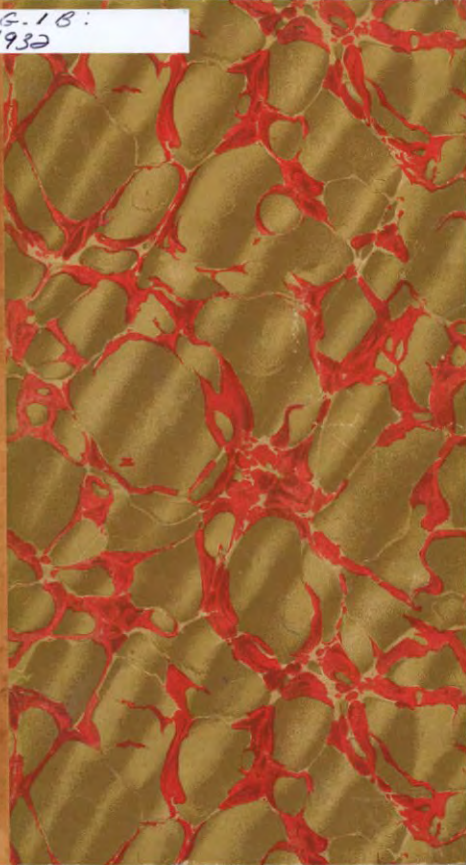
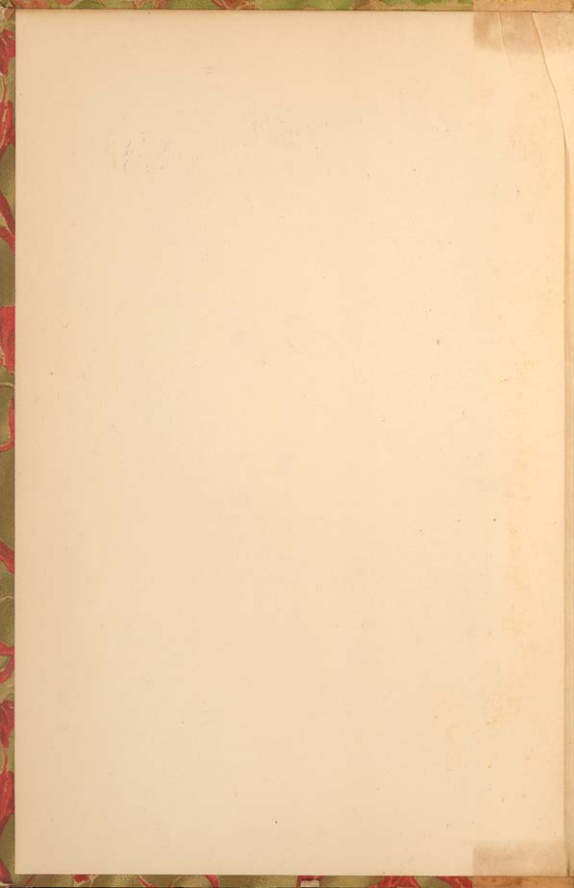


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STATE BOARD OF CONTROL
INSTITUTIONS OF HIGHER LEARNING

P. K. Yonge, Chairman.....	Pensacola
A. H. Blanding.....	Bartow
A. H. Wagg.....	West Palm Beach
R. F. Maguire.....	Orlando
G. H. Baldwin.....	Jacksonville
J. T. Diamond, Secretary.....	Tallahassee

STATE BOARD OF EDUCATION

David Sholtz, Chairman	Governor
R. A. Gray.....	Secretary of State
W. V. Knott.....	Treasurer
Cary D. Landis.....	Attorney General
W. S. Cawthon, Secretary.....	State Superintendent of Public Instruction

LETTER OF TRANSMITTAL

January 4, 1933.

*To His Excellency, David Sholtz,
Governor of Florida.*

Sir:

In compliance with provisions of Chapter 5384, Laws of Florida, herewith is submitted the Biennial Report of the Board of Control for the period from July 1, 1930 to June 30, 1932, to be transmitted by you to the Legislature.

Respectfully,

BOARD OF CONTROL,

(Signed)

By P. K. YONGE, Chairman.

INTRODUCTION

We beg to submit our Biennial Report of the State Educational Institutions under our management, viz:

University of Florida, Gainesville.

Florida State College for Women, Tallahassee.

Florida School for the Deaf and the Blind, St. Augustine.

Florida Agricultural and Mechanical College for Negroes, Tallahassee.

The report is made under different headings, as follows:

Membership.

Reports.

Buildings.

Land.

Enrollment.

Percentage of Increase in Enrollment.

Comparison of Salary Scales.

Comparison of Budgets.

Building Funds Diverted.

Building Needs.

Conclusion.

Report of the Secretary.

Budget of Board of Control.

Detailed Budgets of the Institutions, viz:

University of Florida.

Florida State College for Women.

Florida School for the Deaf and the Blind.

Florida Agricultural and Mechanical College for Negroes.

MEMBERSHIP

The membership of the Board of Control is the same as it was at the time of our last report on January 15, 1931, except that Mr. G. H. Baldwin, of Jacksonville, has succeeded Mr. W. B. Davis, who died on December 28, 1931, and except also that Mr. A. H. Wagg, of West Palm Beach, has succeeded Mr. F. J. Wideman, who had resigned.

REPORTS

We hand you herewith, the following reports, viz:

Report of J. T. Diamond, Secretary of the Board of Control.

Report of John J. Tigert, M.A. (Oxon.), Ed.D., D.C.L., L.H.D., LL.D., President of the University of Florida.

Report of Wilmon Newell, MS.D. Sc., Director of the Experiment Station and Director of the Agricultural Extension Division.

Report of Edward Conradi, A.M., Ph.D., President of the Florida State College for Women.

Report of A. L. Brown, A.M., President of the Florida School for the Deaf and the Blind.

Report of J. R. E. Lee, A.M., LL.D., President of the Florida Agricultural and Mechanical College for Negroes.

The reports of the Secretary and the Presidents are published separately from this report, but are to be considered as a part of it. Also, are included the reports of the Deans and Heads of Departments.

REPORT OF CHAIRMAN OF BOARD

BUILDINGS

BUILDINGS FROM DECEMBER 15, 1930 TO NOVEMBER 10, 1932

UNIVERSITY OF FLORIDA

Infirmary.
Second Unit Library Building.
Machinery Hall for College of Agriculture.
College of Education and Demonstration School Building. (In course of erection.)
Service Building.
Service Garage and Shops.
Remodeling Section E., Thomas Hall for Class Rooms.

FLORIDA STATE COLLEGE FOR WOMEN

Heating Plant completed.
Addition to History Building completed.
Electrical Distribution System.
Demonstration School Attic completed for Class Rooms.
Residence, remodeled and enlarged for Kindergarten.
Old Gymnasium remodeled into Music Annex.
Addition and Repairs to Kitchen.

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Tile roof on Girls' Dormitory.
Wire Fence around school grounds.
Farm building repaired.
Barn and Fence, at farm.
Replastered Walker Hall.
Roof decks replaced on two cottages.
Industrial Building for colored boys, made from old barn.

FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES

Practice School.
Annex to Infirmary.
Two Tile Silos.
Roof Clark Hall.
Roof Tucker Hall.
Painting all farm buildings.

REPORT OF CHAIRMAN OF BOARD

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LAND AS OF NOVEMBER 15, 1932

	Acreage		Total Acreage
	Nov. 1, 1930	Acquired	
University	1,222	16.7	1,238.7
Florida State College for Women.....	741.35	113.7	855.05
Florida School for the Deaf and the Blind	25	449.	474.
Florida A. & M. College for Negroes....	239	88.	327.
Branch Experiment Stations			
Tobacco Station	640	20	660.
Citrus Station	84	18.50	102.5
Everglades Station	160	640	800
Sub-tropical Station	90	20	110
Watermelon Disease Laboratory33	.33	.66
Totals	3,201.68	1,366.23	4,567.91

ATTENDANCE

	REGULAR SESSION				SUMMER SESSION			
	Univer- sity	Florida State College for Women	School for Deaf and Blind	A. & M. College for Negroes	Univer- sity	Florida State College for Women	School for Deaf and Blind	A. & M. College for Negroes
1905-06	136	204	88	280
1906-07	102	220	90	294
1907-08	103	240	97	307
1908-09	103	257	90	289
1909-10	186	273	105	271
1910-11	241	280	103	314
1911-12	302	315	111	361
1912-13	321	413	119	379
1913-14	354	417	135	433
1914-15	385	473	137	423
1915-16	436	551	146	354
1916-17	620	619	150	336
1917-18	418	635	157	316
1918-19	372	776	171	312
1919-20	672	717	186	339
1920-21	835	731	191	316	743	423	248
1921-22	1018	784	206	339	783	539	187
1922-23	1118	731	224	339	895	512	225
1923-24	1347	964	231	361	1028	585	182
1924-25	1481	1218	252	304	928	526	200
1925-26	1857	1397	280	434	987	529	250
1926-27	1969	1361	285	510	1289	692	323
1927-28	2168	1434	300	434	1686	786	363
1928-29	2142	1593	300	357	1613	766	358
1929-30	2233	1728	315	362	1480	876	498
1930-31	2435	1695	313	525	1530	913	715
1931-32	2486	1743	306	524	1699	955	1026

ENROLLMENT IN INSTITUTIONS AS OF OCTOBER DURING
PAST SIX YEARS

Per Cent of increase in enrollment of biennium 1931-1932 over biennium 1929-1930 and per cent of increase of biennium 1929-1930 over biennium 1927-1928.

Year	UNIVERSITY OF FLORIDA			FLORIDA STATE COLLEGE FOR WOMEN				
	Regular Term	Per Cent of Increase	Summer School	Per Cent of Increase	Regular Term	Per Cent of Increase	Summer School	Per Cent of Increase
1927	1939		1289		1409		692	
1928	2162		1686		1558		786	
1929	2142	6%	1613	4%	1593	12%	766	11%
1930	2233		1480		1728		876	
1931	2436	12%	1530	4%	1695	3%	913	13%
1932	2486		1699		1743		955	

Year	FLA. A. & M. COLLEGE FOR NEGROES			FLORIDA SCHOOL FOR THE DEAF AND THE BLIND				
	Regular Term	Per Cent of Increase	Summer School	Per Cent of Increase	Regular Term	Per Cent of Increase	Summer School	Per Cent of Increase
1927	314		323		297		
1928	312		363		277		
1929	357	14%	358	24%	300	8%	
1930	362		498		315		
1931	525	46%	715	103%	313	½ of	
1932	524		1026		306		1%

COMPARISON OF SALARIES

	*Department of Education	**Department of Education	University of Florida	Florida State College for Women
Deans	5089	4888	4700	4750
Professors	4457	3950	4230	3700
Associate Professors	3349	3050	2820	2850
Assistant Professors	2818	2600	2350	2200
Instructors	2060	2000	1800	1800

* Figures in first column are from Bulletin 1931 No. 20, and are from Report issued in 1932 for 51 Land-Grant Colleges for year 1929-30.

** Figures in second column are from Report of U. S. Commissioner of Education, dated December 23, 1930 for Universities and Colleges for 1930-31.

Number of Institutions reporting, viz:

Deans	74
Professors	85
Associate Professors	76
Assistant Professors	81
Instructors	81

AVERAGE SALARY OF THE REGULAR FACULTY MEMBERS:

University of Florida	\$2,753.35
Florida State College for Women.....	2,715.71
Colleges and Universities of the country as reported by the Department of Education.....	2,803.00

COMPARISON OF BUDGETS

BIENNIUM 1931-1933

	Appropriation	Other Sources	Total
University	\$1,500,000	\$391,424	\$1,891,424
Experiment Station	650,466	83,000	733,466
Agricultural Extension	166,564	166,564
Florida State College for Women....	960,130	155,400	1,115,530
Florida School for the Deaf and the Blind	280,000	280,000
Florida A. & M. College for Negroes	283,100	64,000	347,100
Board of Control	11,960	11,960
Totals	\$3,852,220	\$603,824	\$4,456,044

RECOMMENDED FOR BIENNIUM 1933-1935

	Appropriation	Other Sources	Total
University	\$1,496,000	\$388,770	\$1,884,770
Experiment Station	668,666	80,000	748,666
Agricultural Extension	166,564	166,564
Florida State College for Women....	960,130	146,328	1,106,458
Florida School for the Deaf and the Blind	289,984	289,984
Florida A. & M. College for Negroes	283,100	73,000	356,100
Board of Control	11,960	11,960
Totals	\$3,876,404	\$688,098	\$4,564,502

BUILDING FUNDS DIVERTED

The amount of building funds diverted to the General Revenue Fund from Chapter 12,012, Acts of 1927, from the respective Institutions, is as follows:

University of Florida	\$346,660.58
Florida State College for Women.....	157,986.41
Florida School for the Deaf and the Blind.....	55,353.01
Total	\$560,000.00

The amount of building funds appropriated under Chapter 11,808, Acts of 1927, diverted to the General Revenue Fund from the respective Institutions is as follows:

Florida State College for Women.....	\$ 18,264.45	
Florida School for the Deaf and the Blind.....	47,043.19	
Florida A. & M. College for Negroes.....	63,804.79	
Total		\$129,202.43

The amount of building funds appropriated under Chapter 14,573, Acts of 1929 diverted to the General Revenue Fund from the respective Institutions is as follows:

University of Florida	\$ 35,000.00	
Florida State College for Women.....	24,000.00	
Florida School for the Deaf and the Blind.....	9,000.00	
Total		\$ 68,000.00

The amount of building funds appropriated under Chapter 15,719, Acts of 1931 diverted to the General Revenue Fund is as follows:

Florida A. & M. College for Negroes.....	\$ 82,500.00	
(If this amount had been made available, it would have been matched by General Education Board funds.)		
Total		\$ 82,500.00

Grand Total Diverted to General Revenue Fund	\$839,702.43
--	--------------

The Amount diverted from each Institution is as follows:

University of Florida.....	\$381,660.58	
Florida State College for Women.....	200,250.86	
Florida School for the Deaf and the Blind.....	111,396.20	
Florida A. & M. College for Negroes.....	146,394.79	
Total		\$839,702.43

BUILDING NEEDS

Most urgent building needs for the biennium 1933-1935 as shown below. Nevertheless because of existing financial conditions, the Board of Control does not recommend that appropriation for same be made at this time.

UNIVERSITY

New Experiment Station Building	\$125,000.00	
Remodeling Old Agricultural Experiment	40,000.00	
Additional Unit, Chemistry Building	100,000.00	
Dairy Products Building and Laboratory Unit.....	100,000.00	
Enlargement Kitchen and Commons.....	25,000.00	
Completion Central Heating Plant.....	40,000.00	
Remodeling Language Hall.....	15,000.00	
Military Building	20,000.00	
Student Union Building.....	35,000.00	
Total		\$500,000.00

FLORIDA STATE COLLEGE FOR WOMEN

Education Building	\$ 75,000.00	
New Dormitory	200,000.00	
Addition to Infirmary.....	60,000.00	
Total		\$335,000.00

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Second Unit Girls' Dormitory	\$ 82,500.00	
Total		\$ 82,500.00

FLORIDA A. & M. COLLEGE FOR NEGROES

Horticultural Animal Husbandry Building.....	\$ 82,500.00	
Total		\$ 82,500.00
TOTAL		\$1,000,000.00

CONCLUSION

The reports of the Presidents are full and complete and with the catalogues of the Institutions available on request, give a clear idea of the work done at the Institutions, the courses of study, the progress and general conditions of the Institutions and especially the needs for the biennium 1933-1935.

As to the budgets, we have urged the Presidents to be as conservative as possible in their requests and not to ask for a single dollar more than is vitally necessary in their judgment to operate the Institutions successfully.

We are of the opinion that the budgets recommended are the minimum amounts necessary for the efficient operation of the Institutions, and we ask that you will not reduce them.

The increased enrollment and the many lines of work and research that should be extended and developed, and the fact that our salary scale and the average salary of our faculty members are lower than those of a large majority of like Institutions in the country, seem to us to justify our making this recommendation. Please note also that we are not asking for buildings amounting to 20% additional which are most urgently needed.

Since our last report Judge W. B. Davis, one of our Board, has passed away. He had been an active and efficient member for many years and it is fitting that we record our high regard for him as a man and a useful public servant.

Judge Davis possessed many admirable qualities and his death was a heavy blow to his family and friends and a distinct loss to his community and the State.

And finally we wish to thank the Presidents, faculties and all those employed at the Institutions under our management for their efficient service and for their loyalty and splendid cooperation.

BOARD OF CONTROL,

(Signed) By P. K. YONGE, Chairman.

REPORT OF BOARD'S SECRETARY

JULY 1, 1930, TO JUNE 30, 1931

TALLAHASSEE, FLORIDA, OCTOBER 1, 1931.

TO THE STATE BOARD OF CONTROL.

GENTLEMEN:

The following report of the receipts and disbursements of the funds for the several Institutions under the management of the Board for the scholastic year beginning July 1, 1930, and ending June 30, 1931, is herewith respectfully submitted.

J. T. DIAMOND,
Secretary, Board of Control.

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE YEAR BEGINNING JULY 1, 1930, AND ENDING JUNE 30, 1931.

RECEIPTS

University of Florida.....	\$1,573,858.70	
Florida State College for Women.....	1,041,456.46	
Florida A. & M. College for Negroes.....	255,456.39	
		<hr/>
(Total for Higher Learning).....		\$2,870,771.55
Agricultural Experiment Stations.....	\$ 591,550.34	
Agricultural Extension Division.....	230,955.55	
Florida School for the Deaf and the Blind.....	242,312.78	
Total		<hr/>
		\$1,064,818.67
		<hr/>
Grand Total Receipts.....		\$3,935,590.22

DISBURSEMENTS

University of Florida	\$1,353,878.71	
Florida State College for Women	898,066.79	
Florida A. & M. College for Negroes.....	213,748.11	
		<hr/>
(Total for Higher Learning).....		\$2,465,693.61
Agricultural Experiment Stations.....	\$ 565,097.33	
Agricultural Extension Division.....	212,335.01	
Florida School for the Deaf and the Blind.....	199,567.77	
		<hr/>
Total		\$ 977,000.11
		<hr/>
Grand Total Disbursements.....		\$3,442,693.72

BALANCES

University of Florida.....	\$ 219,979.99	
Florida State College for Women.....	143,389.67	
Florida A. & M. College for Negroes.....	41,708.28	
(Total for Higher Learning).....		\$ 405,077.94
Agricultural Experiment Stations.....	\$ 26,453.01	
Agricultural Extension Division.....	18,620.54	
Florida School for the Deaf and the Blind.....	42,745.01	
Total		\$ 87,818.56
Grand Total Balances.....		\$ 492,896.50

BALANCES REVERTING TO STATE TREASURY

University of Florida.....	\$ 40,604.43	
Florida State College for Women.....	1,815.33	
Florida A. & M. College for Negroes.....	.23	
(Total for Higher Learning).....		\$ 42,419.99
Agricultural Experiment Stations.....	\$ 10,432.46	
Agricultural Extension Division.....	15,708.99	
Florida School for the Deaf and the Blind.....	21,003.45	
Total		\$ 47,144.90
Total Amounts Reverting to State Treasury.....		\$ 89,564.89

BALANCES CARRIED FORWARD

University of Florida.....	\$ 179,375.56	
Florida State College for Women.....	141,574.34	
Florida A. & M. College for Negroes.....	41,708.05	
(Total for Higher Learning).....		\$ 362,657.95
Agricultural Experiment Stations.....	\$ 16,020.55	
Agricultural Extension Division.....	2,911.55	
Florida School for the Deaf and the Blind.....	21,741.56	
Total		\$ 40,673.66
Grand Total Balances Carried Forward.....		\$ 403,331.61

UNIVERSITY OF FLORIDA
SALARIES, EQUIPMENT AND OPERATING EXPENSES

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 64,237.49	
State Appropriation, 1930	805,414.50	
Total		\$869,651.99

DISBURSEMENTS

For Salaries of Teachers and other Employees.....	\$574,668.24	
For Labor	48,760.42	
For Equipment, Furniture and Apparatus	137,034.66	
For Heat, Light and Water	6,463.04	
For Postage, Stationery and Office Expenses.....	8,843.95	
For Advertising and Printing	4,584.20	
For Buildings and Repairs	7,410.79	
For Traveling Expenses	10,234.57	
For Freight and Express	5,154.87	
For Feed Stuffs	3,082.96	
For Books and Publications	23,553.92	
For All Other Purposes	2,259.75	
Total		\$832,051.37
Balance July 1, 1931.....		\$ 37,600.62
(Reverts to General Revenue Fund.)		

MORRILL FUND

RECEIPTS

Check from the Federal Government.....	\$ 25,000.00	
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DISBURSEMENTS

For Salaries of Teachers	\$ 25,000.00	
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AGRICULTURAL COLLEGE FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 473.25	
Received Interest on Bonds.....	7,675.66	
Total		\$ 8,148.91
DISBURSEMENTS		
For Salaries of Teachers		\$ 5,515.75
Balance July 1, 1931		\$ 2,633.16

SEMINARY INTEREST FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 75.00
Received Interest on Bonds.....	3,058.29
Total	\$ 3,133.29

DISBURSEMENTS

For Salaries of Teachers.....	\$ 424.10
Balance July 1, 1931	\$ 2,709.19

INCIDENTAL FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 19,982.33
Received during the year	122,321.79
Total	\$142,304.12

DISBURSEMENTS

For Salaries of Teachers	\$ 59,147.76
For Labor	15,554.31
For Equipment, Furniture and Apparatus.....	22,412.13
For Heat, Light and Water	1,275.95
For Postage, Stationery and Office Expenses	1,900.90
For Advertising and Printing	2,107.52
For Buildings and Repairs	231.59
For Traveling Expenses	967.35
For Freight and Express.....	1,572.59
For Food and Feed Stuffs	2,815.21
For Books and Publications	2,422.54
For All Other Purposes	504.71
Total	\$110,913.06
Balance July 1, 1931.....	\$ 31,391.06

PERMANENT BUILDING FUND, CHAPTER 14,573

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$114,126.57
Gasoline Tax	184,428.22
Interest on State Deposits	15,452.69
Total	\$314,007.48

DISBURSEMENTS

For Remodeling Thomas Hall.....	\$ 5,544.46	
For erection Addition to Library	18,409.11	
For erection Central Heating Plant	24,533.99	
For erection of Infirmary	98,147.38	
For erection Laboratory Building at Everglades Ex- periment Station	31,501.34	
For installing Ventilating System in Chemistry- Pharmacy Building	450.00	
		<hr/>
Total		\$178,586.28
		<hr/>
Balance July 1, 1931.....		\$135,421.20

DEPARTMENT OF ARCHITECTURE

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 463.77	
Fees Received for Architectural Services Rendered by the Department	25,956.31	
		<hr/>
Total		\$ 26,420.08

DISBURSEMENTS

For Salaries of Architects and Clerical Help.....	\$ 19,968.27	
For Labor	57.75	
For Equipment, Furniture and Apparatus	460.42	
For Postage, Stationery and Office Expenses	322.10	
For Advertising and Printing	9.25	
For Traveling Expenses	511.10	
For Freight and Express	99.14	
For Books and Publications	2.73	
		<hr/>
Total		\$ 21,430.76
		<hr/>
Balance July 1, 1931		\$ 4,989.32

CHAIR OF AMERICANISM AND SOUTHERN HISTORY

RECEIPTS

State Appropriation, 1930	\$ 2,500.00	
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DISBURSEMENTS

For Salaries	\$ 2,250.00	
For Books and Publications	185.10	
		<hr/>
Total		\$ 2,435.10
		<hr/>
Balance July 1, 1931		64.90
(Reverts to General Revenue Fund.)		

SPECIAL ENDOWMENT FUND FOR CHAIR OF AMERICANISM
AND SOUTHERN HISTORY
INCOME

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$	200.00
Received Interest on Bonds		2,200.00
		2,400.00
Total		\$ 2,400.00

DISBURSEMENTS

For a portion of the salary of the Professor of Americanism and Southern History		\$ 2,400.00
		2,400.00

GENERAL EXTENSION DIVISION

RECEIPTS

Balance Brought Forward, July 1, 1930.....	\$.11
State Appropriation, 1931		46,470.00
		46,470.11
Total		\$ 46,470.11

DISBURSEMENTS

For Salary of Director, Instructors and Clerical Employees	\$	30,655.91
For Labor		474.13
For Equipment, Furniture and Apparatus.....		2,244.31
For Heat, Light and Water		2.00
For Postage, Stationery and Office Expenses.....		4,792.96
For Advertising and Printing		4,077.78
For Buildings and Repairs		198.31
For Conducting Extension Classes		1,863.55
For Books and Publications		2,131.16
For all other purposes		30.00
		46,470.11
Total		\$ 46,470.11

GENERAL EXTENSION DIVISION, INCIDENTAL

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$	172.36
Receipts during the year		74,342.42
		74,514.78
Total		\$ 74,514.78

DISBURSEMENTS

For Salaries of Instructors and Clerical Employees..\$	14,355.61	
For Labor	1,052.08	
For Equipment, Furniture and Apparatus	1,529.55	
For Heat, Light and Water	507.60	
For Postage, Stationery and Office Expenses	1,292.07	
For Grading Papers	16,146.88	
For Teaching Extension Classes	27,591.36	
For Traveling Expenses	10,375.69	
For Freight and Express	343.65	
For Feed Stuffs	236.33	
For Books and Publications	305.14	
For All Other Purposes.....	739.44	
Total		\$ 74,475.40
Balance July 1, 1931.....		\$ 39.38

RADIO BROADCASTING STATION

RECEIPTS

Balance Brought Forward July 1, 1930.....\$	15,488.32	
State Appropriation, 1930	40,500.00	
Total		\$ 55,988.32

DISBURSEMENTS

For Salaries	\$ 21,908.83	
For Labor	1,160.18	
For Equipment, Furniture and Apparatus.....	19,511.73	
For Heat, Light and Water	5,100.75	
For Postage, Stationery and Office Expenses.....	3,660.69	
For Advertising and Printing	80.65	
For Traveling Expenses	497.84	
For Freight and Express	410.75	
For Books and Publications	403.19	
For All Other Purposes	314.80	
Total		\$ 53,049.41
Balance July 1, 1931.....		\$ 2,938.91
(Reverts to General Revenue Fund.)		

RADIO STATION, INCIDENTAL

RECEIPTS

Balance Brought Forward July 1, 1930.....\$	252.39	
Receipts During the Year	3,067.23	
Total		\$ 3,319.62

DISBURSEMENTS	
For Salaries	\$ 621.18
For Labor	203.44
For Equipment, Furniture and Apparatus	100.78
For Postage, Stationery and Office Expenses	195.07
For Travelling Expenses	5.05
For Freight and Express	1.85
 Total	 \$ 1,127.37
Balance July 1, 1931.....	\$ 2,192.25

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS
OF THE UNIVERSITY

Name of Fund	Receipts	Disbursements	Balances
Salaries, Equipment and Operating Expenses	\$ 869,651.99	\$ 832,051.37	\$ 37,600.62
Morrill Fund	25,000.00	25,000.00
Agricultural College Fund	8,148.91	5,515.75	2,633.16
Seminary Interest Fund	3,133.29	424.10	2,709.19
Incidental Fund	142,304.12	110,913.06	31,391.06
Permanent Building Fund, Chapter 14,573	314,007.48	178,586.28	135,421.20
Department of Architecture	26,420.08	21,430.76	4,989.32
Chair of Americanism and Southern History	2,500.00	2,435.10	64.90
Special Endowment Fund for Chair of Americanism and Southern History	2,400.00	2,400.00
General Extension Division	46,470.11	46,470.11
General Extension Division, Incidental	74,514.78	74,475.40	39.38
Radio Broadcasting Station	55,988.32	53,049.41	2,938.91
Radio Station, Incidental	3,319.62	1,127.37	2,192.25
 Total	 \$1,573,858.70	 \$1,353,878.71	 \$ 219,979.99

The following balances as given in the above summary revert to the General Revenue Fund:

Salaries, Equipment and Operating Expenses.....	\$ 37,600.62
Chair of Americanism and Southern History	64.90
Radio Broadcasting Station	2,938.91
 Total	 \$ 40,604.43

AGRICULTURAL EXPERIMENT STATIONS
MAIN STATION, GAINESVILLE
SALARIES, EQUIPMENT AND OPERATING EXPENSES

RECEIPTS	
Balance Brought Forward July 1, 1930.....	\$ 53,819.29
State Appropriation, 1930	267,245.00
Total	\$321,064.29

DISBURSEMENTS	
For Salaries of Scientific Workers and Office Em- ployees	\$142,361.05
For Labor	38,497.68
For Equipment, Furniture and Apparatus	53,194.77
For Heat, Light and Water	5,447.91
For Postage, Stationery and Office Expenses	4,574.41
For Advertising and Printing	19,361.06
For Buildings and Repairs	18,962.97
For Traveling Expenses	14,815.25
For Freight and Express	1,168.53
For Feed Stuffs	6,959.63
For Books and Publications	4,287.09
For All Other Purposes.....	1,192.23
Total	\$310,823.18
Balance July 1, 1931.....	\$ 10,241.11
(Reverts to General Revenue Fund.)	

ADAMS FUND—FEDERAL APPROPRIATION

RECEIPTS	
Received from Federal Government.....	\$ 15,000.00

DISBURSEMENTS	
For Salaries of Scientific Workers.....	\$ 15,000.00

HATCH FUND—FEDERAL APPROPRIATION

RECEIPTS	
Received From Federal Government	\$ 15,000.00

DISBURSEMENTS	
For Salaries of Scientific Workers	\$ 15,000.00

CITRUS EXPERIMENT STATION—LAKE ALFRED

RECEIPTS	
Balance Brought Forward July 1, 1930.....	\$ 240.25
State Appropriation, 1930	15,950.00

Total	\$ 16,190.25
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DISBURSEMENTS

For Salaries of Scientific Workers.....	\$ 6,950.00
For Labor	3,582.70
For Equipment, Furniture and Apparatus.....	3,892.88
For Heat, Light and Water	529.00
For Postage, Stationery and Office Expenses.....	159.25
For Advertising and Printing	10.34
For Buildings and Repairs	103.16
For Traveling Expenses	356.90
For Freight and Express	35.72
For Feed Stuffs	513.27
For Books and Publications	41.53
For All Other Purposes	15.50
Total	\$ 16,190.25

TOBACCO EXPERIMENT STATION—QUINCY

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 2,417.14
State Appropriation, 1930	25,600.00
Total	\$ 28,017.14

DISBURSEMENTS

For Salaries of Scientific Workers.....	\$ 9,416.87
For Labor	7,088.22
For Equipment, Furniture and Apparatus	8,671.38
For Heat, Light and Water	186.11
For Postage, Stationery and Office Expenses	165.56
For Advertising and Printing	198.52
For Buildings and Repairs	1,329.85
For Traveling Expenses	382.35
For Freight and Express	15.90
For Feed Stuffs	267.07
For Books and Publications	211.47
For All Other Purposes	63.90
Total	\$ 27,997.20

Balance July 1, 1931.....	\$ 19.94
(Reverts to General Revenue Fund.)	

EVERGLADES EXPERIMENT STATION—BELLE GLADE

RECEIPTS

Balance Brought Forward, July 1, 1930.....	\$ 5,801.56
Chapter 14,483	63,100.00
Chapter 8,442	5,000.00
Total	\$ 73,901.56

DISBURSEMENTS

For Salaries	\$ 28,042.43
For Labor	11,607.18
For Equipment, Furniture and Apparatus.....	23,803.21
For Heat, Light and Water	934.77
For Postage, Stationery and Office Expenses.....	485.35
For Advertising and Printing	1,225.26
For Buildings and Repairs	5,207.56
For Traveling Expenses	1,306.33
For Freight and Express	348.01
For Feed Stuffs	95.31
For Books and Publications	490.76
For All Other Purposes	347.22
	<hr/>
Total	\$ 73,893.39
	<hr/>
Balance July 1, 1931.....	\$ 8.17
(Reverts to General Revenue Fund.)	

MAIN STATION—INCIDENTAL FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 5,656.99
Received Collections During the Year	20,169.14
	<hr/>
Total	\$ 25,826.13

DISBURSEMENTS

For Salaries	\$ 1,500.00
For Labor	2,513.42
For Equipment, Furniture and Apparatus.....	1,974.59
For Heat, Light and Water	180.28
For Advertising and Printing	15.00
For Buildings and Repairs	5,300.00
For Traveling Expenses	372.22
For Freight and Express	71.50
For Feed Stuffs	784.35
For Books and Publications	6.00
For All Other Purposes	543.82
	<hr/>
Total	\$ 13,261.18
	<hr/>
Balance July 1, 1931.....	\$ 12,564.95

EVERGLADES EXPERIMENT STATION—INCIDENTAL FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 3,480.60
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DISBURSEMENTS

For Labor	\$ 25.00
Balance July 1, 1931.....	\$ 3,455.00

PURNELL FUND

RECEIPTS

Received from Federal Government.....	\$ 60,000.00
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DISBURSEMENTS

For Salaries	\$ 42,326.67
For Labor	7,167.86
For Equipment, Furniture and Apparatus.....	4,864.15
For Heat, Light and Water	10.16
For Postage, Stationery and Office Expenses.....	66.79
For Advertising and Printing	1,656.34
For Traveling Expenses	3,133.14
For Freight and Express	115.50
For Feed Stuffs	293.39
For Books and Publications	2.00
For All Other Purposes	364.00
Total	\$ 60,000.00

SUB-TROPICAL STATION—HOMESTEAD

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 6,885.93
State Appropriation, 1930	15,000.00
Total	\$ 21,885.93

DISBURSEMENTS

For Salaries	\$ 4,965.00
For Labor	5,434.72
For Equipment, Furniture and Apparatus.....	6,499.82
For Heat, Light and Water	508.80
For Postage, Stationery and Office Expenses	126.27
For Advertising and Printing	141.63
For Building and Repairs	3,030.25
For Traveling Expenses	715.83
For Freight and Express	207.37
For Feed Stuffs	7.70
For Books and Publications	155.30
For All Other Purposes	89.69
Total	\$ 21,882.38

Balance July 1, 1931.....	\$ 3.55
(Reverts to General Revenue Fund.)	

WATERMELON DISEASE INVESTIGATION AND CONTROL,
LEESBURG

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$	1,184.44
State Appropriation, 1930		10,000.00
Total		\$ 11,184.44

DISBURSEMENTS

For Salaries	\$	5,600.00
For Labor		1,230.78
For Equipment, Furniture and Apparatus.....		2,976.79
For Heat, Light and Water		41.36
For Postage, Stationery and Office Expenses.....		32.43
For Advertising and Printing		597.95
For Traveling Expenses		514.77
For Freight and Express		1.00
For Books and Publications		19.67
For All Other Purposes		10.00
Total		\$ 11,024.75

Balance July 1, 1931.....	\$	159.69
(Reverts to General Revenue Fund.)		

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
AGRICULTURAL EXPERIMENT STATIONS

Name of the Fund	Receipts	Disbursements	Balances	
Main Station, Gainesville	\$ 321,064.29	\$ 310,823.18	\$ 10,241.11	
Adams Fund,				
Federal Appropriation	15,000.00	15,000.00		
Hatch Fund,				
Federal Appropriation	15,000.00	15,000.00		
Citrus Experiment Station,				
Lake Alfred	16,190.25	16,190.25		
Tobacco Experiment Station,				
Quincy	28,017.14	27,997.20	19.94	
Everglades Experiment Station,				
Belle Glade	73,901.56	73,893.39	8.17	
Main Station, Incidental Fund.....	25,826.13	13,261.18	12,564.95	
Everglades Experiment Station,				
Incidental Fund	3,480.60	25.00	3,455.60	
Purnell Fund	60,000.00	60,000.00		
Sub-Tropical Station, Homestead..	21,885.93	21,882.38	3.55	
Watermelon Disease Investigation and Control, Leesburg	11,184.44	11,024.75	159.69	
Total		\$ 591,550.34	\$ 565,097.33	\$ 26,453.01

The following balances as given in the above summary revert to the General Revenue Fund:

Main Station, Gainesville	\$ 10,241.11
Tobacco Station	19.94
Everglades Station, Belle Glade	8.17
Sub-Tropical Station, Homestead	3.55
Watermelon Disease Investigation and Control, Leesburg.....	159.69
Total	\$ 10,432.46

**AGRICULTURAL EXTENSION DIVISION
SMITH-LEVER, STATE FUND**

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 1.52
State Appropriation, 1930	48,872.25
Total	\$ 48,873.77

DISBURSEMENTS

For Salaries of Extension Workers and Office Employees	\$ 13,129.06
For Labor	529.70
For Equipment, Furniture and Apparatus	2,322.91
For Heat, Light and Water	7.25
For Postage, Stationery and Office Expenses	1,463.66
For Advertising and Printing	6,114.10
For Traveling Expenses	25,080.22
For Freight and Express	7.71
For Feed Stuffs	5.75
For Books and Publications	38.41
For All Other Purposes	175.00
Total	\$ 48,873.77

SMITH-LEVER, FEDERAL FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 867.49
Received from Federal Government	58,872.25
Received Interest on Deposits	443.16
Total	\$ 60,182.90

DISBURSEMENTS

For Salaries of Extension Workers and Office Employees	\$ 59,048.55
For Labor	34.45
For Equipment, Furniture and Apparatus	120.87
For Heat, Light and Water	4.48
For Postage, Stationery and Office Expenses.....	238.44
For Traveling Expenses	124.04
For Freight and Express	22.51
For All Other Purposes	120.00
Total	\$ 59,713.34
Balance Carried Forward July 1, 1931.....	\$ 469.56

SMITH-LEVER, SUPPLEMENTAL

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 589.77
Received from Federal Government	18,774.46
Received Interest on Deposits	138.20
Total	\$ 19,502.43

DISBURSEMENTS

For Salaries of Field Staff	\$ 18,664.80
For Traveling Expenses	109.57
Total	\$ 18,774.46
Balance on Hand July 1, 1931.....	\$ 727.97

TO EXTEND AGRICULTURAL WORK

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 8,392.62
State Appropriation, 1930	25,180.00
Total	\$ 33,572.62

DISBURSEMENTS

For Salaries of Field Staff.....	\$ 23,528.75
For Labor	79.50
For Equipment, Furniture and Apparatus	293.63
For Postage, Stationery and Office Expenses.....	12.17
For Advertising and Printing	804.11
For Traveling Expenses	648.13
For All Other Purposes	135.00
Total	\$ 25,501.29
Balance July 1, 1931.....	\$ 8,071.33
(Reverts to General Revenue Fund.)	

FARMERS' WEEK

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 22.90	
State Appropriation, 1930	2,500.00	
	<hr/>	
Total		\$ 2,522.90

DISBURSEMENTS

For Salaries	\$ 730.26	
For Labor	44.74	
For Equipment, Furniture and Apparatus	192.61	
For Postage, Stationery and Office Supplies	142.81	
For Advertising and Printing	517.75	
For Traveling Expenses	555.03	
For Freight and Express	34.91	
For Food Stuffs	200.16	
For Books and Publications	15.00	
For All Other Purposes	80.00	
	<hr/>	
Total		\$ 2,522.27

Balance July 1, 1931.....	\$.72	
(Reverts to General Revenue Fund.)		

SHORT COURSE FOR CLUB BOYS

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$.02	
State Appropriation, 1930.....	300.00	
	<hr/>	
Total		\$ 300.02

DISBURSEMENTS

For Salaries	\$ 25.00	
For Labor	27.54	
For Equipment, Furniture and Apparatus.....	242.01	
	<hr/>	
Total		\$ 294.55

Balance July 1, 1931	\$ 5.47	
(Reverts to General Revenue Fund.)		

FLORIDA NATIONAL EGG LAYING CONTEST

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 5,500.00	
State Appropriation, 1930	12,500.00	
	<hr/>	
Total		\$ 18,000.00

DISBURSEMENTS

For Salaries	\$ 3,842.00
For Labor	2,113.50
For Equipment, Furniture and Apparatus.....	1,157.01
For Postage, Stationery and Office Expenses	189.68
For Advertising and Printing	688.76
For Traveling Expenses	55.83
For Freight and Express	128.68
For Feed Stuffs	2,114.81
For Books and Publications	6.00
For All Other Purposes	72.26
Total	\$ 10,368.53
Balance July 1, 1931	\$ 7,631.47
(Reverts to General Revenue Fund.)	

CAPPER-KETCHUM FUND

RECEIPTS

Received from Federal Government	\$ 25,941.28
Interest on State Deposits	24.45
Total	\$ 25,965.73

DISBURSEMENTS

Overdraft July 1, 1930	\$ 69.56
For Salaries	25,871.72
Total	\$ 25,941.28
Balance July 1, 1931	\$ 24.45

ADDITIONAL COOPERATIVE AGRICULTURAL EXTENSION WORK

RECEIPTS

Received from Federal Government	\$ 22,000.00
Received Interest on Funds	35.09
Total	\$ 22,035.09

DISBURSEMENTS

For Salaries	\$ 15,282.63
For Labor	16.45
For Equipment, Furniture and Apparatus	1,689.43
For Heat, Light and Water	1.00
For Postage, Stationery and Office Expenses	116.02
For Advertising and Printing	866.00
For Traveling Expenses	2,373.99
Total	\$ 20,345.52
Balance July 1, 1931	\$ 1,689.57

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
AGRICULTURAL EXTENSION DIVISION

Name of the Fund	Receipts	Disbursements	Balances
Smith-Lever, State	\$ 48,873.77	\$ 48,873.77
Smith-Lever, Federal	60,182.90	59,713.34	\$ 469.56
Smith-Lever, Supplemental	19,502.43	18,774.46	727.97
To Extend Agricultural Work	33,572.62	25,501.29	8,071.33
Farmers' Week	2,522.99	2,522.27	.72
Short Course for Club Boys.....	300.02	294.55	5.47
Fla. National Egg Laying Contest	18,000.00	10,368.53	7,631.47
Capper-Ketcham Fund	25,965.73	25,941.28	24.45
Additional Cooperative Agricul- tural Extension Work	22,035.09	20,345.52	1,689.57
Total	\$ 230,955.55	\$ 212,335.01	\$ 18,620.54

The following balances as given in the above summary revert to the General Revenue Fund:

To Extend Agricultural Work	\$ 8,071.33
Farmers' Week72
Short Course for Club Boys	5.47
Fla. National Egg Laying Contest.....	7,631.47
Total	\$ 15,708.99

FLORIDA STATE COLLEGE FOR WOMEN
SALARIES, EQUIPMENT AND OPERATING EXPENSES

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 4,084.48
State Appropriation, 1930	573,157.00
Total	\$577,241.48

DISBURSEMENTS

For Salaries of Teachers and Clerical Employees....	\$423,535.97
For Labor	37,570.00
For Equipment, Furniture and Apparatus	75,614.12
For Heat, Light and Water	7,193.66
For Postage, Stationery and Office Expenses	3,315.20
For Advertising and Printing	2,032.71
For Buildings and Repairs	3,190.76
For Traveling Expenses	2,786.84
For Freight and Express	4,504.14
For Feed Stuffs	545.63
For Books and Publications	14,643.76

For All Other Purposes	492.76	
Total		\$575,426.15
Balance July 1, 1931.....		\$ 1,815.33
(Reverts to General Revenue Fund.)		

INCIDENTAL FUND

RECEIPTS

Balance Brought Forward, July 1, 1930.....	\$ 37,651.99	
Receipts During the Year	81,891.86	
Total		\$119,543.85

DISBURSEMENTS

For Salaries	\$ 43,362.13	
For Labor	4,065.57	
For Equipment, Furniture and Apparatus.....	8,980.86	
For Heat, Light and Water	617.23	
For Postage, Stationery and Office Expenses	387.08	
For Advertising and Printing	40.25	
For Buildings and Repairs	21,800.18	
For Freight and Express	243.23	
For Books and Publications	737.79	
For All Other Purposes	14,000.00	
Total		\$ 94,234.32
Balance July 1, 1931.....		\$ 25,309.53

PERMANENT BUILDING FUND, CHAPTER 14,573

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$135,867.94	
Gasoline Tax	160,372.36	
Interest on State Deposits	13,437.14	
Total		\$309,677.44

DISBURSEMENTS

For placing roof on Library Building.....	\$ 285.25	
For placing roof on History Building	191.63	
For placing roof on Gilchrist Hall	361.60	
For construction of Railroad Siding	16,125.74	
For erection of Heating Plant	152,630.10	
For erection of addition to History Building.....	13,618.33	
For purchase of Farm Land and Extension of Campus	23,800.00	
Total		\$207,012.65
Balance July 1, 1931		\$102,664.79

JAMES D. WESTCOTT ESTATE

STATE-WIDE PORTION

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 7,167.00	
Received Half the Income from the Estate.....	2,900.00	
		\$ 10,067.00
Total		\$ 10,067.00

DISBURSEMENTS

For Installation of Organ	\$ 3,867.36	
		\$ 6,199.64
Balance July 1, 1931.....		\$ 6,199.64

LEON COUNTY PORTION

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 1,237.98	
Received Half the Income from the Estate.....	2,900.00	
		\$ 4,137.98
Total		\$ 4,137.98

DISBURSEMENTS

Nothing	\$	
		\$ 4,137.98
Balance July 1, 1931.....		\$ 4,137.98

SEMINARY INTEREST FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 3,730.40	
Receipts During the Year, Interest on Bonds.....	3,058.31	
		\$ 6,788.71
Total		\$ 6,788.71

DISBURSEMENTS

For Equipment, Furniture and Apparatus	\$ 2,713.77	
For Postage, Stationery and Office Expenses.....	70.00	
For Buildings and Repairs	644.54	
For All Other Purposes	98.00	
		\$ 3,526.31
Total		\$ 3,526.31
Balance July 1, 1931.....		\$ 3,262.40

HOME ECONOMICS EXTENSION FUND

RECEIPTS

State Appropriation, 1930.....	\$ 11,500.00	
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DISBURSEMENTS

For Salaries	\$ 4,359.31
For Labor	447.12
For Equipment, Furniture and Apparatus.....	1,227.59
For Heat, Light and Water	4.00
For Postage, Stationery and Office Expenses	1,511.01
For Advertising and Printing	1,492.91
For Traveling Expenses	1,555.90
For Freight and Express	502.22
For Feed Stuffs	64.53
For Books and Publications	293.32
For All Other Purposes	42.00
Total	\$ 11,500.00

CHAIR OF AMERICANISM AND SOUTHERN HISTORY

RECEIPTS

State Appropriation, 1930	\$ 2,500.00
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DISBURSEMENTS

For Salary Professor Americanism and Southern History.....	\$ 2,500.00
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SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
FLORIDA STATE COLLEGE FOR WOMEN

Name of Fund	Receipts	Disbursements	Balances
Salaries, Equipment, and Operating Expenses	\$ 577,241.48	\$ 575,426.15	\$ 1,815.33
Incidental Fund	119,543.85	94,234.32	25,309.53
Seminary Interest Fund	6,788.71	3,526.31	3,262.40
Home Economics Extension Fund	11,500.00	11,500.00
Permanent Building Fund, Chapter 14,573	309,677.44	297,012.65	102,664.79
James D. Westcott Estate.....	14,204.98	3,867.36	10,337.62
Chair of Americanism and Southern History	2,500.00	2,500.00
Total	\$1,041,456.46	\$ 898,066.79	\$ 143,389.67

The following balance as given in the above summary reverts to the General Revenue Fund:

Salaries, Equipment and Operating Expenses.....	\$ 1,815.33
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FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
SALARIES, EQUIPMENT AND OPERATING EXPENSES

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 23,051.14
State Appropriation, 1930	156,474.25
Total	\$179,525.39

DISBURSEMENTS

For Salaries of Teachers and Clerical Employees.....	\$ 72,547.36
For Labor	13,514.81
For Equipment, Furniture and Apparatus	13,100.49
For Heat, Light and Water	6,549.34
For Postage, Stationery and Office Expenses.....	1,036.14
For Advertising and Printing	87.75
For Buildings and Repairs	17,490.77
For Traveling Expenses	1,005.61
For Freight and Express	3,325.53
For Feed Stuffs	19,019.96
For Books and Publications	462.37
For New Boiler for Heating Plant	9,112.81
For All Other Purposes	609.00
Total	<u>\$158,521.94</u>
Balance July 1, 1931	\$ 21,003.45
(Reverts to General Revenue Fund.)	

PERMANENT BUILDING FUND, CHAPTER 14,573

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 25,036.15
Gasoline Tax	28,065.16
Interest on State Funds	2,351.52
Total	<u>\$ 55,452.83</u>

DISBURSEMENTS

For Extension of Dining Room	\$ 29,388.97
For Erection of Boys' Dormitory	2,096.36
For Placing Roof on Girls' Dormitory.....	2,560.50
For Buildings and Repairs	7,000.00
Total	<u>\$ 41,045.83</u>
Balance July 1, 1931	\$ 14,407.00

INCIDENTAL FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 4,685.95
Receipts During the Year	2,648.61
Total	<u>\$ 7,334.56</u>
DISBURSEMENTS	
Nothing	\$
Balance July 1, 1931.....	<u>\$ 7,334.56</u>

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Name of the Fund	Receipts	Disbursements	Balances
Salaries, Equipment and Operating Expenses	\$ 179,525.39	\$ 158,521.94	\$ 21,003.45
Permanent Building Fund, Chapter 14,573	55,452.83	41,045.83	14,407.00
Incidental Fund	7,334.56		7,334.56
Total	\$ 242,312.78	\$ 199,567.77	\$ 42,745.01

The following balance as given in the above summary reverts to the
General Revenue Fund:

Salaries, Equipment and Operating Expenses.....	\$ 21,003.45
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FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE
FOR NEGROES

SALARIES, EQUIPMENT AND OPERATING EXPENSES

RECEIPTS	
State Appropriation, 1930.....	\$147,576.82
DISBURSEMENTS	
For Salaries of Teachers and Clerical Employees...\$	84,394.91
For Labor	17,966.40
For Equipment, Furniture and Apparatus.....	16,394.26
For Heat, Light and Water.....	7,817.73
For Postage, Stationery and Office Expenses.....	2,424.52
For Advertising and Printing	39.32
For Buildings and Repairs	6,145.35
For Traveling Expenses	1,086.92
For Freight and Express	3,740.83
For Feed Stuffs	1,923.32
For Books and Publications	4,979.01
For All Other Purposes	664.02
Total	\$147,576.59
Balance July 1, 1931	\$.23
(Reverts to General Revenue Fund.)	

PERMANENT BUILDING FUND, CHAPTER 14,573

RECEIPTS	
Balance Brought Forward July 1, 1930.....\$	18,552.16
Gasoline Tax	28,065.16
Interest on State Funds	2,351.52
Total	\$ 48,968.84

DISBURSEMENTS

For Erection of Hospital Annex	\$ 4,062.05
For Remodelling Gibbs Building	40.00
For Erection Cow Barn	230.39
For Painting Barn	276.48
For Erection Dairy and Hay Barn.....	5,086.94
For Placing Fence Around Farm	438.56
For Erection Boys' Dormitory	620.26
For General Repairs	215.79
For Construction of Walks on Campus.....	1,621.75
For Erection of Silos	746.00
Total	\$ 13,338.22
Balance July 1, 1931.....	\$ 35,630.62

MORRILL FUND

RECEIPTS

Received Federal Appropriation.....	\$ 25,000.00
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DISBURSEMENTS

For Salaries of Teachers.....	\$ 25,000.00
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INCIDENTAL FUND

RECEIPTS

Balance Brought Forward July 1, 1931.....	\$ 11.59
Receipts During the Year	21,470.13
Total	\$ 21,481.72

DISBURSEMENTS

For Labor	\$ 1,956.29
For Purchase of Land	6,600.00
For Equipment, Furniture and Apparatus.....	5,222.52
For Heat, Light and Water	12.00
For Postage, Stationery and Office Expenses.....	160.58
For Advertising and Printing	263.87
For Buildings and Repairs	294.25
For Freight and Express	202.97
For Feed Stuffs	6,086.76
For Books and Publications	661.08
For All Other Purposes	22.00
Total	\$ 21,482.32
Overdraft Carried Forward July 1, 1931.....	\$.60

HOSPITAL FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 480.98
Receipts During the Year.....	3,423.60
Total	\$ 3,904.58

DISBURSEMENTS

For Salaries	\$ 85.00
For Labor	489.78
For Supplies	1,112.29
For Heat, Light and Water.....	311.96
For Drugs	430.75
For Groceries	1,222.77
Total	\$ 3,652.55
Balance Carried Forward July 1, 1931.....	\$ 252.03

GENERAL EDUCATION BOARD

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 6,905.47
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DISBURSEMENTS

For Electrical Equipment in Auditorium.....	\$ 331.65
For Equipment for Dormitory	188.96
For Equipment for Kitchen and Dining Room.....	1,766.62
Total	\$ 2,287.23
Balance Carried Forward July 1, 1931.....	\$ 4,620.24

JULIUS ROSENWALD FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 618.96
Received Check from Rosenwald Fund.....	1,000.00
Total	\$ 1,618.96

DISBURSEMENTS

For Equipment, Furniture and Apparatus.....	\$ 413.20
Balance July 1, 1931.....	\$ 1,205.76

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
FLORIDA AGRICULTURAL AND MECHANICAL
COLLEGE FOR NEGROES

Name of Fund	Receipts	Disbursements	Balances
Salaries, Equipment and Operating Expenses	\$ 147,576.82	\$ 147,576.59	\$.23
Permanent Building Fund, Chapter 14,573	48,968.84	13,338.22	35,630.62
Morrill Fund	25,000.00	25,000.00
Incidental Fund	21,481.72	21,482.32	O. D. .60
Hospital Fund	3,904.58	3,652.55	252.03
General Education Board	6,905.47	2,285.23	4,620.24
Julius Rosenwald Fund	1,618.96	413.20	1,205.76
Total	\$ 255,456.39	\$ 213,748.11	\$ 41,708.28

The following balance as given in the above summary reverts to the General Revenue Fund:

Salaries, Equipment and Operating Expenses.....	\$.23
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BOARD OF CONTROL EXPENSE FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 24.79	
State Appropriation, 1930	5,700.00	
Total		\$ 5,724.79

DISBURSEMENTS

For Salaries of Office Employees.....	\$ 3,699.98
For Postage, Stationery and Office Expenses.....	604.22
For Advertising and Printing	637.45
For Buildings and Repairs	20.00
For Traveling Expenses	725.89
For Janitor Service	17.25
For All Other Purposes	20.00
Total	\$ 5,724.79

ANNUAL REPORT OF SCHOLARSHIPS HANDLED BY
THE BOARD OF CONTROL

UNIVERSITY OF FLORIDA
ARTHUR E. HAMM SCHOLARSHIP FUND

PRINCIPAL

U. S. Liberty 4% $\frac{1}{4}$ Bonds	\$ 150.00	
Five City of Jacksonville 5% Bonds	5,000.00	
(Paid \$5,064.60 for City of Jacksonville Bonds.)		
Total		\$ 5,150.00

INCOME

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 70.26	
Interest on Bonds	256.38	
Interest on Bank Deposits	3.14	
Total		\$ 329.78

DISBURSEMENTS

U. of F. Scholarship for William Joubert.....	\$ 200.00	
Insurance on Bonds	4.00	
Total		\$ 204.00
Balance Carried Forward July 1, 1931.....		\$ 125.78

MRS. WILLIAM LORING SPENCER SCHOLARSHIP FUND

PRINCIPAL

Real Estate Mortgage	\$ 3,000.00	
U. S. Steel Corporation Stock.....	400.00	
(Formerly reported \$500.00 because that amount had been reported to the Board's Secretary.)		
One \$1,000.00 City of Jacksonville 5% Bond.....	1,000.00	
(Paid for above bond \$1,012.93.)		
Time Deposit in Bank, 4%.....	542.58	
Total		\$ 4,942.58

INCOME

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 201.52	
Interest on Mortgage	177.00	
Interest on Bond	75.00	
Dividend U. S. Steel Corporation Stock	28.00	
Interest on Bank Deposits	41.85	
	<hr/>	
Total		\$ 523.37

DISBURSEMENTS

U. of F. Scholarship for Homer Jones.....	\$ 200.00	
	<hr/>	
Total		\$ 200.00
	<hr/>	
Balance July 1, 1931.....		\$ 323.37

ALBERT W. GILCHRIST SCHOLARSHIP FUND

PRINCIPAL

Nine \$1,000.00 each City of Jacksonville 5% Bonds.....	\$ 9,000.00	
Cash in Lewis State Bank, 4% Interest.....	333.75	
	<hr/>	
Total		\$ 9,333.75

INCOME

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 100.38	
Interest on Bonds	450.00	
Interest on Bank Deposits	22.44	
	<hr/>	
Total		\$ 572.82

DISBURSEMENTS

U. of F. Scholarships as follows:		
E. D. Beggs	\$ 175.00	
Ralph R. Botts	175.00	
Insurance on Bonds	8.00	
	<hr/>	
Total		\$ 358.00
	<hr/>	
Balance Carried Forward July 1, 1931.....		\$ 214.82

DAVID YULEE SCHOLARSHIP FUND

PRINCIPAL

Five \$1,000.00 each City of Jacksonville 4½%

Bonds	\$ 5,000.00
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INCOME

RECEIPTS

Balance Brought Forward July 1, 1930.....\$	14.93
Interest on Bonds	225.00
Interest on Bank Deposits	2.17
Total	\$ 242.10

DISBURSEMENTS

U. of F. Scholarships as follows:

Charles Mosier	\$ 100.00
Edward Everett	50.00
Insurance on Bonds	4.00
Total	\$ 154.00

Balance Carried Forward July 1, 1931.....	\$ 88.10
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DAVID YULEE LECTURESHIP

PRINCIPAL

Three \$1,000.00 each City of Jacksonville 4½%

Bonds	\$ 3,000.00
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INCOME

RECEIPTS

Balance Brought Forward July 1, 1930.....\$	114.06
Interest on Bonds	135.00
Interest on Bank Deposits	7.41
Total	\$ 256.47

DISBURSEMENTS

Insurance on Bonds	\$ 3.00
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Balance Carried Forward July 1, 1931.....	\$ 253.47
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FLORIDA STATE COLLEGE FOR WOMEN
MRS. SARA LEVY SCHOLARSHIP FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....\$	29.07
Received Check from Mrs. Sara Levy.....	300.00
Interest on Bank Deposits	6.04
Total	\$ 335.11

DISBURSEMENTS

Florida State College for Women Scholarships
as follows:

Frances Ballard	\$ 75.00	
Sara E. Bowen	75.00	
Nan Page Hall	150.00	
Total		\$ 300.00
Balance Carried Forward July 1, 1931.....		\$ 35.11

ALBERT W. GILCHRIST SCHOLARSHIP FUND

PRINCIPAL

Nine \$1,000.00 each City of Jacksonville Bonds.....	\$ 9,000.00	
Time Deposit in Lewis State Bank, 4% Interest.....	333.75	
Total		\$ 9,333.75

INCOME

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 108.18	
Interest on Bonds	450.00	
Interest on Deposits	18.22	
Total		\$ 576.40

DISBURSEMENTS

Florida State College for Women Scholarships
as follows:

Hilda Taxten	\$ 175.00	
Ruth Friend	175.00	
Insurance on Bonds	8.00	
Total		\$ 308.00
Balance Carried Forward July 1, 1931.....		\$ 218.40

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
ALBERT W. GILCHRIST SCHOLARSHIP FUND

PRINCIPAL

Four \$1,000.00 each City of Jacksonville 5% Bonds..	\$ 4,000.00	
Time Deposit in Lewis State Bank, 4% Interest.....	703.89	
Total		\$ 4,703.89

INCOME

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 464.61	
Interest on Bonds	200.00	
Interest on Bank Deposits	49.83	
Total		\$ 714.44

DISBURSEMENTS

Insurance on Bonds	\$ 4.00	
Balance Carried Forward July 1, 1931.....		\$ 710.44

FLORIDA A. & M. COLLEGE FOR NEGROES
McMULLEN SCHOLARSHIP FUND

PRINCIPAL

One Hernando County 5½% Bond.....	\$ 1,000.00	
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INCOME

RECEIPTS

Balance Brought Forward July 1, 1930	\$ 94.19	
Interest on Bonds	55.00	
Interest on Bank Deposits	1.80	
Total		\$ 150.99

DISBURSEMENTS

Florida A. & M. College Scholarship for Horace Woodward	\$ 50.00	
Balance Carried Forward July 1, 1931.....		\$ 100.99

MRS. SARA LEVY SCHOLARSHIP FUND

RECEIPTS

Balance Brought Forward July 1, 1930.....	\$ 14.54	
Check from Mrs. Sara Levy	150.00	
Interest on Bank Deposits	3.02	
Total		\$ 167.56

DISBURSEMENTS

Florida A. & M. College Scholarship for Jerome Matthews	\$ 150.00	
Balance Carried Forward July 1, 1931.....		\$ 17.56

REPORT OF BOARD'S SECRETARY

JULY 1, 1931, TO JUNE 30, 1932.

TALLAHASSEE, FLORIDA, OCTOBER 1, 1932.

TO THE STATE BOARD OF CONTROL.

GENTLEMEN:

The following report of the receipts and disbursements of the funds for the several Institutions under the management of the Board for the scholastic year beginning July 1, 1931, and ending June 30, 1932, is herewith respectfully submitted.

J. T. DIAMOND,
Secretary, Board of Control.

SUMMARY OF RECEIPTS, DISBURSEMENTS AND BALANCES FOR THE YEAR BEGINNING JULY 1, 1931 AND ENDING JUNE 30, 1932:

RECEIPTS	
University of Florida.....	\$1,178,852.40
Florida State College for Women.....	721,766.85
Florida A. & M. College for Negroes.....	260,821.16
(Total for Higher Learning).....	\$2,161,440.41
Agricultural Experiment Stations.....	450,497.66
Agricultural Extension Division.....	216,643.30
Florida School for the Deaf and the Blind.....	164,718.18
Total	\$ 831,859.14
Grand Total Receipts.....	\$2,993,299.55
DISBURSEMENTS	
University of Florida.....	\$1,095,015.14
Florida State College for Women.....	672,744.07
Florida A. & M. College for Negroes.....	259,669.58
(Total for Higher Learning).....	\$2,027,428.79
Agricultural Experiment Stations.....	\$ 423,196.30
Agricultural Extension Division.....	210,263.41
Florida School for the Deaf and the Blind.....	134,790.51
Total	\$ 768,250.22
Grand Total Disbursements.....	\$2,795,679.01

BALANCES

University of Florida.....	\$ 83,837.26	
Florida State College for Women.....	49,022.78	
Florida A. & M. College for Negroes.....	1,151.58	
		<hr/>
(Total for Higher Learning).....		\$ 134,011.62
Agricultural Experiment Stations.....	\$ 27,301.36	
Agricultural Extension Division.....	6,379.89	
Florida School for the Deaf and the Blind.....	20,927.67	
		<hr/>
Total		\$ 63,608.92
Grand Total Balances.....		\$ 197,620.54

BALANCES REVERTING TO STATE TREASURY

University of Florida.....	\$ 17,132.15	
Florida State College for Women.....	10,084.00	
Florida A. & M. College for Negroes.....	1.31	
		<hr/>
(Total for Higher Learning).....		\$ 27,217.46
Agricultural Experiment Stations	\$ 13,813.56	
Agricultural Extension Division.....	5,637.33	
Florida School for the Deaf and the Blind.....	10,849.45	
Total		\$ 30,300.34
		<hr/>
Total Amounts Reverting to State Treasury.....		\$ 57,517.80

BALANCES CARRIED FORWARD

University of Florida.....	\$ 66,705.11	
Florida State College for Women.....	38,938.78	
Florida A. & M. College for Negroes.....	1,150.27	
		<hr/>
(Total for Higher Learning).....		\$ 106,794.16
Agricultural Experiment Stations.....	\$ 13,487.80	
Agricultural Extension Division.....	742.56	
Florida School for the Deaf and the Blind.....	19,078.22	
		<hr/>
Total		\$ 33,308.58
		<hr/>
Grand Total Balances Carried Forward.....		\$ 140,102.74

UNIVERSITY OF FLORIDA
STATE APPROPRIATION, FOR SALARIES

RECEIPTS	
Appropriation, 1931.....	\$547,267.14
DISBURSEMENTS	
For Salaries of Teachers and Clerical Employees....	\$533,143.53
Balance July 1, 1932.....	\$ 14,123.61
(Reverts to General Revenue Fund.)	

STATE APPROPRIATION, FOR EQUIPMENT AND
OPERATING EXPENSES

RECEIPTS	
Appropriation, 1931	\$128,371.30
DISBURSEMENTS	
For Labor	\$ 33,422.44
For Equipment, Furniture and Apparatus.....	60,250.73
For Heat, Light and Water.....	4,380.39
For Postage, Stationery and Office Expenses.....	5,362.63
For Advertising and Printing.....	3,369.41
For Building and Repairs.....	767.61
For Traveling Expenses.....	5,353.49
For Freight and Express.....	3,564.44
For Feed Stuffs.....	917.82
For Books and Publications.....	10,123.71
For All Other Purposes.....	858.63
Total	\$128,371.30

MORRILL FUND

RECEIPTS	
Federal Appropriation	\$ 25,000.00
DISBURSEMENTS	
For Salaries of Teachers.....	\$ 25,000.00

AGRICULTURAL COLLEGE FUND

RECEIPTS	
Balance Brought Forward.....	\$ 2,633.16
Receipts, Interest on Bonds.....	6,496.65
Total	\$ 9,129.81

DISBURSEMENTS

For Salaries of Teachers.....	\$ 6,906.95
Balance July 1, 1932.....	\$ 2,162.86

SEMINARY INTEREST FUND

RECEIPTS

Balance Brought Forward July 1, 1931.....	\$ 2,709.19
Received Interest on Bonds.....	3,094.53
Total	\$ 5,803.72

DISBURSEMENTS

For Salaries of Teachers.....	\$ 4,449.07
Balance July 1, 1932.....	\$ 1,354.65

INCIDENTAL FUND

RECEIPTS

Balance Brought Forward July 1, 1931.....	\$ 31,391.06
Receipts During the Year	\$132,453.22
Total	\$163,844.28

DISBURSEMENTS

For Salaries of Teachers.....	\$ 84,138.12
For Labor	13,947.76
For Equipment, Furniture and Apparatus.....	21,779.21
For Heat, Light and Water.....	255.75
For Postage, Stationery and Office Expenses.....	2,269.87
For Advertising and Printing.....	1,292.00
For Buildings and Repairs.....	5,362.00
For Traveling Expenses.....	1,156.97
For Freight and Express.....	701.11
For Feed Stuffs.....	823.50
For Books and Publications.....	3,061.23
For All Other Purposes.....	690.34
Total	\$135,477.86
Balance July 1, 1932.....	\$ 28,366.42

BUILDING FUND

RECEIPTS

Balance Brought Forward July 1, 1931.....	\$135,421.20
Receipts During the Year	4,469.11
Total	\$139,890.31

DISBURSEMENTS

For Remodeling Section E. Thomas Hall.....	\$ 496.22
For Erection Addition to Library.....	87,027.12
For Erection of Infirmary.....	929.16
For Erection Railroad Spur Track.....	16,910.43
Total	<u>\$105,362.93</u>
Balance July 1, 1932.....	\$ 34,527.38

DEPARTMENT OF ARCHITECTURE

RECEIPTS

Balance Brought Forward July 1, 1931.....	\$ 4,980.32
Receipts During the Year.....	8,380.15
Total	<u>\$ 13,360.47</u>

DISBURSEMENTS

For Salaries of Architects and Clerical Help.....	\$ 12,246.88
For Labor.....	635.17
For Equipment, Furniture and Apparatus.....	200.86
For Postage, Stationery and Office Expenses.....	94.01
For Advertising and Printing.....	8.52
For Travelling Expenses.....	156.25
For Freight and Express.....	1.70
For All Other Purposes.....	12.50
Total	<u>\$ 13,355.89</u>
Balance July 1, 1932.....	\$ 13.58

CHAIR OF AMERICANISM AND SOUTHERN HISTORY

RECEIPTS

State Appropriation, 1931.....	\$ 2,500.00
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DISBURSEMENTS

For a Portion of the Salary of the Professor Occupying the Chair.....	<u>\$ 2,077.00</u>
Balance July 1, 1932.....	\$ 423.00
(Reverts to General Revenue Fund.)	

SPECIAL ENDOWMENT FUND FOR CHAIR OF AMERICANISM AND SOUTHERN HISTORY

RECEIPTS

Received Interest on Bonds.....	\$ 2,200.00
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DISBURSEMENTS

Portion of Salary of Professor Occupying the Chair	\$ 2,153.00
Balance July 1, 1932.....	\$ 47.00

GENERAL EXTENSION DIVISION

STATE APPROPRIATION, FOR SALARIES

RECEIPTS

Appropriation, 1931	\$ 28,192.94
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DISBURSEMENTS

For Salaries of Teachers and Clerical Employees....	\$ 28,162.80
Balance July 1, 1932.....	\$ 30.14
(Reverts to General Revenue Fund.)	

STATE APPROPRIATION, FOR EQUIPMENT AND
OPERATING EXPENSES

RECEIPTS

Appropriation, 1931	\$ 10,217.06
Refund from Bank on Account of Warrant Cashied Under Forged Signature.....	45.00
Total	\$ 10,262.06

DISBURSEMENTS

For Teaching, Ext. Classes.....	\$ 1,034.05
For Grading Papers	1,056.00
For Equipment	1,102.27
For Postage, Stationery and Office Expenses.....	2,810.04
For Advertising and Printing.....	1,120.24
For Buildings and Repairs.....	205.60
For Traveling Expenses.....	1,829.49
For Freight and Express.....	13.77
For Books and Publications.....	749.67
For All Other Purposes.....	58.00
Total	\$ 9,985.13
Balance July 1, 1932.....	\$ 276.93
(Reverts to General Revenue Fund.)	

GENERAL EXTENSION, INCIDENTAL

RECEIPTS

Balance Brought Forward July 1, 1931.....	\$ 39.38	
Receipts During the Year.....	62,124.50	
Total		\$ 62,163.88

DISBURSEMENTS

For Salaries of Teachers and Clerical Employees...\$	9,652.48	
For Teaching Ext. Classes	24,075.03	
For Grading Papers.....	18,949.62	
For Equipment	404.50	
For Postage, Stationery and Office Expenses.....	1,977.82	
For Advertising and Printing.....	148.80	
For Buildings and Repairs.....	27.00	
For Traveling Expenses	\$ 7,303.78	
For Freight and Express.....	91.73	
For Feed Stuffs	50.00	
For Books and Publications.....	173.95	
For All Other Purposes.....	200.00	
Total		\$ 62,163.88

RADIO STATION

STATE APPROPRIATION, FOR SALARIES

RECEIPTS

Appropriation, 1931	\$ 21,930.45
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DISBURSEMENTS

For Salaries of Teachers and Clerical Employees....	\$ 21,930.45
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STATE APPROPRIATION, FOR EQUIPMENT AND OPERATING EXPENSES

RECEIPTS

Appropriation, 1931	\$ 14,021.11
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DISBURSEMENTS

For Labor	\$ 1,663.55
For Equipment, Furniture and Apparatus.....	5,583.48
For Heat, Light and Water.....	2,340.88
For Postage, Stationery and Office Expenses.....	1,330.85
For Advertising and Printing.....	11.50
For Traveling Expenses.....	501.18
For Freight and Express.....	137.42

For Feed Stuffs.....	18.83
For Books and Publications.....	152.75
Total	\$ 11,740.44
Balance July 1, 1932.....	\$ 2,280.67
(Reverts to General Revenue Fund.)	

RADIO STATION, INCIDENTAL

RECEIPTS

Brought Forward July 1, 1931.....	\$ 2,192.25
Receipts During the Year.....	2,713.68
Total	\$ 4,905.93

DISBURSEMENTS

For Salaries of Teachers and Clerical Employees...\$	629.46
For Labor	1,248.00
For Equipment, Furniture and Apparatus.....	1,772.55
For Heat, Light and Water.....	629.84
For Postage, Stationery and Office Expenses.....	165.31
For Advertising and Printing.....	37.85
For Traveling Expenses.....	40.92
For Freight and Express.....	65.63
For Books and Publications.....	51.90
For All Other Purposes.....	31.25
Total	\$ 4,672.71
Balance July 1, 1932.....	\$ 233.22

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF
THE UNIVERSITY

Name of the Fund	Receipts	Disbursements	Balances
State Appropriation, for Salaries..\$	547,267.14	\$ 533,145.73	\$ 14,121.41
State Appropriation, for Equip- ment and Operating Expenses....	128,371.30	128,371.30
Morrill Fund	25,000.00	25,000.00
Agricultural College Fund.....	9,129.81	6,966.95	2,162.86
Seminary Interest Fund.....	5,803.72	4,449.07	1,354.65
Incidental Fund	163,844.28	135,477.86	28,366.42
Building Fund	139,890.31	105,362.93	34,527.38
Department of Architecture.....	13,369.47	13,355.89	13.58

Chair of Americanism and Southern History	2,500.00	2,077.00	423.00
Special Endowment Fund for Chair of Americanism and Southern History	2,200.00	2,153.00	47.00
General Extension Division:			
State Appropriation for Salaries	28,192.94	28,162.80	30.14
State Appropriation, for Equipment and Operating Expenses....	10,262.06	9,985.13	276.93
General Extension, Incidental.....	62,163.88	62,163.88
Radio Station:			
State Appropriation, for Salaries	21,930.45	21,930.45
State Appropriation, for Equipment and Operating Expenses....	14,021.11	11,740.44	2,280.67
Radio Station, Incidental.....	4,905.93	4,672.71	233.22
Total	\$1,178,852.40	\$1,095,015.14	\$ 83,837.26

The balances in the following funds revert to the General Revenue Fund:

State Appropriation, for Salaries.....	\$ 14,121.41
Chair of Americanism and Southern History.....	423.00
General Extension Division:	
State Appropriation, for Salaries.....	30.14
State Appropriation, for Equipment and Operating Expenses....	276.93
Radio Station:	
State Appropriation, for Equipment and Operating Expenses....	2,280.67
Total	\$ 17,13^o 15

AGRICULTURAL EXPERIMENT STATIONS

MAIN EXPERIMENT STATION, GAINESVILLE STATE APPROPRIATION, FOR SALARIES

RECEIPTS

Appropriation, 1931

	\$123,799.50
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DISBURSEMENTS

For Salaries of Teachers and Clerical Employees....

	\$123,886.89
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Overdrawn July 1, 1932.....	\$	87.39
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STATE APPROPRIATION, FOR EQUIPMENT AND OPERATING EXPENSES

RECEIPTS

Appropriation, 1931	\$	94,584.50
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Disbursements	
For Salary	\$ 2,075.00
For Equipment and Operating Expenses	1,000.00
For Heat, Light and Water	1,000.00
For Postage, Stationery and Office Expenses	1,000.00
For Advertising and Printing	1,000.00
For Buildings and Repairs	1.25
For Traveling Expenses	1,000.00
For Freight and Storage	1,000.00
For Fuel Costs	1,000.00
For Books and Publications	1,000.00
For All Other Purposes	100.00
Total	\$ 10,000.00

Balance July 1, 1932 \$ 1,000.00
 (Transferred to General Service Fund.)

GRAND TOTAL DISBURSEMENTS

Receipts

General Appropriation, 1932 \$ 10,000.00

Disbursements

For Salaries of Monthly Workers \$ 10,000.00

GRAND TOTAL RECEIPTS

Receipts

General Appropriation, 1932 \$ 10,000.00

Disbursements

For Salaries of Monthly Workers \$ 10,000.00

GRAND TOTAL RECEIPTS
STATE APPROPRIATION FOR SALARIES

Receipts

Appropriation, 1932 \$ 1,000.00

Disbursements

For Salaries of Monthly Workers \$ 1,000.00

Balance July 1, 1932 \$ 10.00
 (Transferred to General Service Fund.)

GRAND TOTAL RECEIPTS
STATE APPROPRIATION FOR EQUIPMENT AND
OPERATING EXPENSES

Receipts

Appropriation, 1932 \$ 1,000.00

REPORT OF DELEGED BUDGETARY

Expenditures	
For Salaries	\$ 1,000.00
For Expenses, Printing and Supplies	1,000.00
For Heat, Light and Water	50.00
For Postage, Stationery and Office Expenses	10.00
For Advertising and Printing	4.00
For Traveling Expenses	20.00
For Freight and Express	5.00
For Fuel Costs	50.00
For Books and Publications	10.00
Total	\$ 2,000.00
Balance July 1, 1933	\$ 1,000.00
(Balance in General Revenue Fund.)	

STATE APPROPRIATION, FOR SALARIES

Receipts	
Appropriation, 1933	\$ 1,000.00
Expenditures	
For Salaries of General Staff	\$ 1,000.00
Balance July 1, 1933	\$ 0.00
(Balance in General Revenue Fund.)	

STATE APPROPRIATION, FOR EQUIPMENT AND
OPERATING EXPENSES

Receipts	
Appropriation, 1933	\$ 1,000.00
Expenditures	
For Salaries	\$ 1,000.00
For Expenses, Printing and Supplies	1,700.00
For Heat, Light and Water	20.00
For Postage, Stationery and Office Expenses	10.00
For Advertising and Printing	10.00
For Buildings and Repairs	20.00
For Traveling Expenses	20.00
For Fuel Costs	5.00
For Books and Publications	10.00
Total	\$ 3,000.00
Balance July 1, 1933	\$ 0.00
(Balance in General Revenue Fund.)	

STATE OFFICE—CONTINUED.

Receipts

Balance Brought Forward July 1, 1911	\$ 11,944.00
Receipts During the Year	14,000.00
Total	\$ 25,944.00

Disbursements

For Salaries	\$ 10,000.00
For Fuel	1,000.00
For Equipment, Furniture and Supplies	1,000.00
For Heat, Light and Water	100.00
For Postage, Stationery and Office Expenses	50.00
For Advertising and Printing	50.00
For Traveling and Expens.	1,000.00
For Traveling Expenses	100.00
For Freight and Express	50.00
For Food Stuffs	1,000.00
For Books and Publications	25.00
For all Other Purposes	100.00
Total	\$ 14,000.00
Balance July 1, 1912	\$ 11,944.00

STENOGRAPHERS' SALARIES, INDIVIDUAL.

Receipts

Balance Brought Forward July 1, 1911	\$ 1,000.00
Total	\$ 1,000.00
Balance July 1, 1912	\$ 1,000.00

STENOGRAPHERS' SALARIES, CORPORATE.

State Insured, and Balance

Receipts

Appropriation, 1911	\$ 1,000.00
Total	\$ 1,000.00
Disbursements	\$ 1,000.00
Balance July 1, 1912	\$ 0.00

State Insured and Equipment and Materials, Corporate.

Receipts

Appropriation, 1911	\$ 1,000.00
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DISBURSEMENTS

For Labor	\$ 2,075.48
For Equipment and Operating Expenses	8,076.71
For Heat, Light and Water	113.00
For Postage, Stationery and Office Expenses	90.20
For Traveling Expenses	694.00
For Freight and Express	76.75
For Books and Publications	76.17
For All Other Purposes	7.00
Total	\$ 12,219.29
Balance July 1, 1912	\$ 581.64
(Returns to General Revenue Fund.)	

PURCELL FUND

REVENUE

Federal Appropriation, 1912	\$ 10,000.00
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DISBURSEMENTS

For Salaries of Scientific Staff	\$ 6,675.00
For Labor	4,727.75
For Equipment, Fixtures and Apparatus	6,352.00
For Postage, Stationery and Office Expenses	1.75
For Advertising and Printing	288.65
For Traveling Expenses	1,401.79
For Food Stuffs	72.80
For Books and Publications	28.10
Total	\$ 19,573.84

WATERMELON STATION
STATE APPROPRIATION, FOR SALARIES

REVENUE

Appropriation, 1912	\$ 1,000.00
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DISBURSEMENTS

For Salaries of Scientific Staff	\$ 1,000.00
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STATE APPROPRIATION, FOR EQUIPMENT AND
OPERATING EXPENSES

REVENUE

Appropriation, 1912	\$ 1,000.00
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Income Statement

For Labor	\$ 95,220
For Equipment, Furniture and Supplies	1,007.74
For Heat, Light and Water	1,200
For Freight, Postage and Other Expenses	1,000
For Advertising and Printing	5.00
For Traveling Expenses	489.52
For Books and Publications	17.00
Total	\$ 1,007.96
Balance July 1, 1942	\$ 100.00
(Transfers to General Service Fund.)	

**ESTABLISHED EXPERIMENT STATION
STATE APPROPRIATION, FISCAL YEAR**

Receipts

Main Appropriation, 1942	\$ 25,000.00
Main Appropriation, Chapter 142	5,000.00
Total	\$ 30,000.00

Disbursements

For Salaries of Scientific Staff	\$ 24,000.00
Balance July 1, 1942	\$ 100.00
(Transfers to General Service Fund.)	

**STATE APPROPRIATION, FISCAL YEAR AND
OPERATING EXPENSES**

Receipts

Main Appropriation, 1942	\$ 25,000.00
Main Appropriation, Chapter 142	5,000.00
Total	\$ 30,000.00

Disbursements

For Salaries	\$ 24,000.00
For Equipment, Furniture and Supplies	5,000.00
For Heat, Light and Water	1,000.00
For Freight, Postage and Other Expenses	1,000.00
For Advertising and Printing	5.00
For Buildings and Repairs	10.00
For Traveling Expenses	4,220.00

For Freight and Express	185.24
For Post Office	91.25
For Books and Publications	296.00
For All Other Purposes	91.20
Total	\$ 563.69
Balance July 1, 1912	\$ 1,096.00
(Transferred to General Revenue Fund.)	

**SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
AGRICULTURAL EXPERIMENT STATION**

Name of Fund	Receipts	Disbursements	Balance
Main Station, Gainesville:			
State Appropriation, for Salaries	\$125,595.20	\$125,596.40	\$ 0.20
State Appropriation for Equipment and Operating Expenses	64,564.50	62,456.10	2,108.40
Admission Fund	15,000.00	15,000.00	—
State Fund	15,000.00	15,000.00	—
Citrus Station:			
State Appropriation, for Salaries	5,400.00	5,395.50	4.50
State Appropriation, for Equipment and Operating Expenses	1,000.00	4,252.50	1,247.50
Tobacco Station:			
State Appropriation, for Salaries	11,600.00	11,617.10	17.90
State Appropriation, for Equipment and Operating Expenses	5,000.00	6,951.00	500.00
Main Station, Incidental	2,500.00	14,654.47	19,154.47
Everglades Station, Incidental	3,400.00	—	3,400.00
Sub-tropical Station, Homestead:			
State Appropriation, for Salaries	5,000.00	5,291.00	\$ 14,709.00
State Appropriation, for Equipment and Operating Expenses	4,000.00	4,241.50	558.50
Patrol Fund	40,000.00	40,000.00	—
Watermelon Station:			
State Appropriation, for Salaries	5,000.00	5,000.00	—
State Appropriation, for Equipment and Operating Expenses	2,000.00	2,000.00	50.00
Everglades Station:			
State Appropriation, for Salaries	14,200.00	14,055.50	144.50
State Appropriation, for Equipment and Operating Expenses	12,500.00	30,581.20	1,000.00
Total	\$450,490.00	\$428,196.20	\$ 22,293.80

The balance in the following funds revert to the General Reserve Fund:

Main Station, State Appropriation for Equipment and Operating Expenses	\$ 4,174.21
Other Station:	
Main Appropriation, for Salaries	10.42
Main Appropriation, for Stationery and Printing Expenses	1,207.42
General Station:	
Main Appropriation, for Salaries	2,140
Main Appropriation, for Equipment and Operating Expenses	594.72
Subsidiary Station, Homestead:	
Main Appropriation, for Equipment and Operating Expenses	2,120
Wentworth Station, Main Appropriation for Salaries and Operating Expenses	288.20
Expendable Station:	
Main Appropriation, for Salaries	100.02
Main Appropriation, for Equipment and Operating Expenses	1,204.00
Total	\$ 11,042.00

AGRICULTURAL EXTENSION DIVISION EMPLOYEE STATE FUND

Receipts

Main Appropriation, 1931

\$ 2,000.00

Disbursements

For Salaries of Extension Workers and Office Employees	\$ 11,200.00
For Light	5,000.00
For Equipment, Furniture and Supplies	1,222.00
For Heat, Light and Water	25.00
For Postage, Stationery and Office Expenses	1,200.00
For Advertising and Printing	1,000.00
For Traveling Expenses	2,000.00
For Freight and Express	1.00
For Books and Publications	25.00
Total	\$ 22,673.00

Balance July 1, 1931

\$ 1.00

REPORT OF INSURANCE SECRETARY

SMITHSONIAN FEDERAL FUND

Receipts

Balance Brought Forward July 1, 1932	\$ 686.50
Receipts from Federal Government	42,000.00
Interest on Deposits	124.00
Total	\$ 42,810.50

Disbursements

For Salaries of Executive Workers and Office Employees	\$ 32,000.00
For Labor	75.00
For Equipment, Furniture and Apparatus	200.00
For Postage, Stationery and Office Expenses	700.00
For Traveling Expenses	1,000.00
For All Other Purposes	200.00
Total	\$ 34,175.00
Balance, July 1, 1933	\$ 8,635.50

LEVER SETTLEMENTS

Receipts

Balance Brought Forward July 1, 1932	\$ 72.00
Received from Federal Government	2,700.00
Interest Received on Deposits	9.00
Total	\$ 2,781.00

Disbursements

For Salaries of Field Staff	\$ 2,000.00
Balance July 1, 1933	\$ 781.00

TO EXTEND AGRICULTURAL WORK

Receipts

State Appropriation, 1933	\$ 15,000.00
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Disbursements

For Salaries of Field Staff	\$ 12,000.00
For Labor	14.00
For All Other Purposes	286.00
Total	\$ 12,300.00
Balance July 1, 1933	\$ 2,690.00
(Reverts to General Revenue Fund.)	

REPORT OF TREASURY SECRETARY

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CAPITATIONAL FUND

Receipts

Amount Brought Forward July 1, 1932	\$ 24.00
Received from Federal Government	25,000.00
Received Interest on Deposits	65.32
Total	\$ 25,109.32

Disbursements

For salaries of Civil Staff	\$ 25,000.00
Balance July 1, 1932	\$ 24.00

ADDITIONAL CAPITATIONAL FUND

Receipts

Amount Brought Forward July 1, 1932	\$ 1,000.00
Received from Federal Government	24,000.00
Received Interest on Deposits	65.00
Total	\$ 25,065.00

Disbursements

For salaries of Civil Staff	\$ 25,000.00
Balance July 1, 1932	\$ 1,000.00

REVENUE NATIONAL END LAYING OFFICERS

Receipts

From Appropriation, 1932	\$ 5,000.00
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Disbursements

For Salaries	\$ 3,000.00
For Labor	1,000.00
For Postage, Printing and Supplies	500.00
For Heat, Light and Water	107.00
For Postage, Stationery and Office Expenses	60.00
For Advertising and Printing	40.00
For Traveling Expenses	25.00
For Freight and Express	75.00
For Civil Staffs	1,075.00
For Books and Publications	40.00
For All Other Purposes	100.00

Total	\$ 5,000.00
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Balance July 1, 1932	\$ 0.00
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(Balance to General Revenue Fund.)

FARMERS' WEEK

Receipts

State Appropriation, 1932 _____ \$ 1,000.00

Disbursements

For Labor _____	\$ 328.52
For Equipment, Furniture and Apparatus _____	294.12
For Postage, Stationery and Office Expenses _____	25.70
For Advertising and Printing _____	223.00
For Travelling Expenses _____	648.50
For Freight and Express _____	73.62
For Books and Publications _____	29.07
For All Other Purposes _____	66.25

Total _____ \$ 1,260.00

Balance July 1, 1932 _____ \$ 50.00

(Reverts to General Revenue Fund.)

SHORT COURSE FOR CLUB BOYS

Receipts

State Appropriation, 1932 _____ \$ 200.00

Disbursements

For Salaries _____	\$ 80.00
For Equipment, Furniture and Apparatus _____	61.60
For All Other Purposes _____	4.50

Total _____ \$ 147.00

Balance July 1, 1932 _____ \$ 153.00

(Reverts to General Revenue Fund.)

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF
THE AGRICULTURAL EXTENSION DIVISION

Name of Fund	Receipts	Disbursements	Balance
Smith-Lever, State _____	\$ 51,968.00	\$ 51,876.78	G. D. \$1.00
Smith-Lever, Federal _____	64,588.30	64,625.32	G. D. \$7.17
Smith-Lever, Supplemental _____	21,328.05	20,965.41	362.64
To Extend Agricultural Work _____	18,750.20	18,374.00	\$,376.20
Copper-Ketchum Fund _____	28,844.78	28,825.82	\$8.97
Additional Cooperative Work _____	20,000.10	20,000.00	100.10
Florida National Egg Laying			
Contd _____	8,400.00	8,495.01	1.07
Farmers' Week _____	1,800.00	1,700.00	100.00
Short Course for Club Boys _____	200.00	147.00	153.00
Total _____	\$ 204,640.30	\$ 204,260.41	\$ 440.04

REPORT OF BOARD SECRETARY

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The balance in the following funds moved to the General Revenue Fund:

To Federal Agricultural Fund	\$ 1,000.00
Florida National Egg Laying Contest	1.00
Excess of Cash	90.00
Short Credit for Cash Paid	(20.00)
Total	\$ 1,071.00

FLORIDA STATE COLLEGE FOR WOMEN

STATE APPROPRIATION, FOR SALARIES

Receipts	
Appropriation, 1932	\$25,000.00
Disbursements	
For Salaries of Teachers and Other Employees	\$25,000.00
Balance July 1, 1932	\$ 0.00
(Transfers to General Revenue Fund.)	

STATE APPROPRIATION, FOR EQUIPMENT AND OPERATING EXPENSES

Receipts	
Appropriation, 1932	\$ 25,000.00
Disbursements	
For Salaries	\$ 25,000.00
For Equipment, Furniture and Supplies	25,000.00
For Heat, Light and Water	1,000.00
For Postage, Stationery and Other Expenses	1,000.00
For Advertising and Printing	1,000.00
For Buildings and Repairs	1,000.00
For Traveling Expenses	1,000.00
For Freight and Express	1,000.00
For Fuel Costs	500.00
For Books and Publications	500.00
For All Other Purposes	(20.00)
Total	\$ 25,100.00
Balance July 1, 1932	\$ 1,000.00
(Transfers to General Revenue Fund.)	

ENVIRONMENTAL FUND

Receipts	
Balance Brought Forward July 1, 1931	\$ 25,000.00
Receipts During the Year	25,000.00
Total	\$ 50,000.00

EXPENDITURES

For Salaries	\$ 71,000.00
For Labor	3,075.00
For Equipment, Furniture and Apparatus	12,238.75
For Heat, Light and Water	1,200.00
For Postage, Stationery and Office Expenses	1,200.00
For Advertising and Printing	2,007.75
For Buildings and Repairs	5,200.00
For Traveling Expenses	200.00
For Freight and Express	100.00
For Post Office	200.00
For Books and Publications	1,000.00
For All Other Purposes	40.00
Total	\$101,661.75
Balance July 1, 1911	\$ 1,000.00

REVENUES (EXCEPT FUNDS)

REVENUES

Balance Brought Forward July 1, 1911	\$ 1,000.00
Receipts During the Year	2,000.00
Total	\$ 3,000.00

EXPENDITURES

For Salaries of Teachers	\$ 1,200.00
For Equipment, Furniture and Apparatus	200.00
For Heat, Light and Water	400.00
For Postage, Stationery and Office Expenses	200.00
For Advertising and Printing	40.00
For Buildings and Repairs	1,000.00
For Traveling Expenses	200.00
For Books and Publications	40.00
For All Other Purposes	120.00
Total	\$ 4,300.00
Balance July 1, 1911	\$ 1,000.00

SOME SPECIALIZED EXPENDITURE FUNDS
STATE APPROPRIATION, FOR SALARIES

REVENUES

Appropriation, 1911	\$ 1,000.00
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EXPENDITURES

For Salaries of Teachers and Clerical Employees	\$ 1,000.00
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STATE APPROPRIATIONS, FUND EXPENDITURE AND
OPERATING EXPENSES

SALARIES

Appropriated, 1952	\$ 4,200.00
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EXPENDITURES

For Salaries	\$ 375.00
For Equipment, Furniture and Apparatus	800.00
For Postage, Mail and Office Expenses	1,075.00
For Printing and Stationery	1,000.00
For Traveling Expenses	1,400.00
For Freight and Express	200.00
For Fuel Costs	100.00
For Books and Publications	200.00
Total	\$ 4,150.00

BUDGETED 1953

SALARIES

Salaries Brought Forward July 1, 1952	\$20,000.00
Salaries During the Year	1,000.00
Total	\$21,000.00

EXPENDITURES

Library Building	\$ 7,000.00
Electric System	1,500.00
Construction	500.00
Construction School Building Site	800.00
Total	\$ 9,800.00

Balance July 1, 1952	\$ 2,100.00
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JANUARY 25, UNIVERSITY BUDGET

Light and Heat Expenses

SALARIES

Salaries Brought Forward July 1, 1952	\$ 4,000.00
Balance Held off the Transfer From the Grant	1,000.00
Total	\$ 5,000.00

EXPENDITURES

For Salaries of Teachers During Year	\$ 4,000.00
Balance July 1, 1952	\$ 1,000.00

STATE-WIDE FUNDING

REVENUE

Balance Brought Forward July 1, 1921.....	\$ 4,294.04
Received Half of the Income From the Estate.....	2,500.00
Total	\$ 6,794.04

DISBURSEMENTS

For Salaries of Teachers During the Year.....	\$ 2,314.51
Balance July 1, 1922.....	\$ 4,479.53
Total Balance Carried Forward July 1, 1922.....	\$ 4,165.02

CHAIR OF AMERICANISM AND SOUTHERN HISTORY

REVENUE

State Appropriation, 1921	\$ 2,500.00
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DISBURSEMENTS

For Salary of Professor Americanism and Southern History	\$ 2,500.00
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SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
FLORIDA STATE COLLEGE FOR WOMEN

Name of the Fund	Receipts	Disbursements	Balance
State Appropriation, Salaries.....	\$271,804.29	\$262,284.29	\$ 9,520.00
State Appropriation, Equipment and Operating Expenses	24,120.02	24,120.02	2,000.00
Endowment Fund	89,100.29	107,494.15	1,606.14
Residual Interest Fund.....	4,500.00	4,074.15	4,425.85
House Grounds Extension Fund:			
State Appropriation, for Salaries.....	4,200.00	4,200.00
State Appropriation, for Equipment and Operating Expenses.....	4,200.00	4,200.00
Building Fund	20,211.01	24,022.29	28,518.71
Wasson Estate Fund	11,500.02	9,744.24	1,755.78
Chair of Americanism	2,500.00	2,500.00
Total	\$723,186.63	\$672,144.07	\$ 51,042.56

The following balance is given in the above summary credit to the General Revenue Fund:

State Appropriation, Salaries.....	\$ 9,520.00
State Appropriation, Equipment and Operating Expenses	2,000.00
Total	\$ 11,520.00

**THE FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
STATE APPROPRIATION, FIVE SALARIES**

Receipts

Appropriation, 1932 _____ \$ 25,000.00

Disbursements

For Salaries of Teachers and Central Employees _____ 25,000.00

Balance July 1, 1932 _____ \$ 0.00

(Reverts to General Revenue Fund.)

**STATE APPROPRIATION, FIVE EQUIPMENT AND
OPERATING EXPENSES**

Receipts

Appropriation, 1932 _____ \$ 50,000.00

Disbursements

For Salary _____ \$ 31,000.00

For Rent, Fuel, Light and Water _____ 6,000.00

For Postage, Stationery and Office Expenses _____ 300.00

For Buildings and Repairs _____ 4,700.00

For Traveling Expenses _____ 1,100.00

For Freight and Express _____ 2,000.00

For Food Stuffs _____ 22,000.00

For Books and Publications _____ 100.00

For All Other Purposes _____ 600.00

Total _____ \$ 50,000.00

Balance July 1, 1932 _____ \$ 50,000.00

(Reverts to General Revenue Fund.)

STUDENT FUNDS

Receipts

Balance Brought Forward July 1, 1932 _____ \$ 15,000.00

Receipts During the Year _____ 600.00

Total _____ \$ 15,600.00

Disbursements

For Printing Book on Student Savings _____ \$ 500.00

For Printing Book on Farmers Savings _____ 500.00

For Student Rate of Fees _____ 1,000.00

For Repairs to Shop _____ 1,500.00

Total _____ \$ 3,500.00

Balance July 1, 1932 _____ \$ 11,600.00

INCIDENTAL FUND

Receipts

Balance Brought Forward July 1, 1951.....	\$ 1,314.56
Receipts During the Year.....	1,290.11
Total	\$ 2,604.67

Disbursements

For Equipment, Furniture and Apparatus.....	\$ 1,641.59
Balance July 1, 1952.....	\$ 1,063.07

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCE IN THE DIFFERENT FUNDS OF THE FLORIDA SCHOOLS FOR THE DEAF AND THE BLIND

Name of the Fund	Receipts	Disbursements	Balance
State Appropriation, for Salaries.....	\$ 71,780.00	\$ 71,456.54	\$ 323.46
State Appropriation, for Equipment and Operating Expenses.....	96,377.00	15,081.01	81,295.99
Building Fund.....	15,092.11	5,599.41	11,492.70
Incidental Fund.....	2,604.67	1,641.59	1,063.07
Total	\$284,753.78	\$134,776.55	\$ 149,977.23

The following balance as given in the above summary report to the General Revenue Fund:

State Appropriation, for Salaries.....	\$ 323.46
State Appropriation, for Equipment and Operating Expenses.....	81,295.99
Total	\$ 81,619.45

FLORIDA A. & M. COLLEGE FOR NEGROES

STATE APPROPRIATION, FOR SALARIES

Receipts

Appropriation, 1951.....	\$ 85,744.79
Disbursements	
For Salaries of Teachers and Clerical Employees.....	85,242.79
Balance July 1, 1952.....	\$ 501.99

(Receipts by General Revenue Fund.)

STATE APPROPRIATION, FOR EQUIPMENT AND OPERATING EXPENSES

Receipts

Appropriation, 1951.....	\$ 22,865.99
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REPORT OF HEALTH SECRETARY

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EXPENDITURES

For Labor	\$ 26,286.25
For Equipment, Furniture and Apparatus	5,286.46
For Heat, Light and Water	1,267.42
For Postage, Stationery and Office Expenses	1,212.08
For Advertising and Printing	497.28
For Buildings and Repairs	5,271.91
For Traveling Expenses	668.02
For Freight and Express	1,252.41
For Fuel Costs	1,263.74
For Books and Publications	2,473.49
For All Other Purposes	474.64
Total	\$ 52,465.60

GRANULAR FUNDS

Receipts

Derived Federal Appropriation	\$ 25,000.00
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Expenditures

For Salaries of Teachers	\$ 24,000.00
For Postage, Stationery and Office Supplies	5.00
Total	\$ 24,005.00

BUILDING FUNDS

Receipts

Balance Brought Forward July 1, 1935	\$ 21,000.00
Receipts During the Year	21,724.40
Total	\$ 42,724.40

Expenditures

For Expenses of Training School Building	\$ 24,775.00
For Expenses of Hospital Annex	5,160.00
Purchase of Hospital Furniture	1,900.00
Total	\$ 31,835.00

Balance July 1, 1936	\$ 10,889.40
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INCIDENTAL FUNDS

Receipts

Receipts During the Year	\$ 12,000.00
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Expenditures

Receipts Brought Forward	\$.00
For Salaries of Teachers	1,147.50

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SCHEDULE OF BUDGETARY ACCOUNTS

For Equipment, Furniture and Apparatus.....	5,400.00
For Postage, Mailmatter and Office Expenses.....	175.75
For Buildings and Repairs.....	200.00
For Fuel Costs.....	4,100.00
For all other Purposes.....	25.00
Total	\$ 10,100.75

Balance July 1, 1935..... \$ 24.00

SCHEDULE OF BUDGETARY ACCOUNTS

Revenue	
Balance Brought Forward July 1, 1935.....	\$ 200.00
Receipts During the Year.....	5,400.00
Total	\$ 5,600.00

Disbursements	
For Labor.....	\$ 420.00
For Equipment, Furniture and Apparatus.....	5,120.00
For Travel.....	60.00
For Supplies.....	1,100.00
Total	\$ 6,700.00

Balance July 1, 1935..... \$ 24.00

SCHEDULE OF BUDGETARY ACCOUNTS

Revenue	
Balance Brought Forward July 1, 1935.....	\$ 4,000.00
Received From Board.....	2,000.00
Total	\$ 6,000.00

Disbursements	
Refund for Money Spent From Institutional Funds of College.....	\$ 3,700.00
For Erection of Training School Building.....	2,000.00
Refund for Money Received by State.....	1,300.00
Total	\$ 7,000.00

SCHEDULE OF BUDGETARY ACCOUNTS

Revenue	
Balance Brought Forward July 1, 1935.....	\$ 1,000.00
Received From Board.....	1,000.00
Total	\$ 2,000.00

REPORT OF RECEIPTS RECEIPTS

75

Disbursements

Expenditure of Teaching School Building	\$ 1,000.00
Salaries for Nurses	28.75
For Library Books	1,000.00
Total	\$ 2,028.75

STANDARD OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCE IN THE DIFFERENT FUNDS OF THE FLORIDA INDUSTRIAL AND MECHANICAL TRAINING FOR STUDIES

Name of the Fund	Receipts	Disbursements	Balance
Main Appropriation for Salaries	\$ 61,144.19	\$ 61,144.19	\$ 0.00
Main Appropriation for Equipment and Operating Expenses	12,407.00	12,407.00	0.00
Grant Fund	2,000.00	2,000.00	0.00
Building Fund	4,200.00	4,200.00	0.00
Industrial Fund	11,000.00	11,000.00	0.00
Mechanical Fund	4,100.00	4,100.00	0.00
General Reserve Board Fund	2,400.00	2,400.00	0.00
Other General Fund	4,000.00	4,000.00	0.00
Total	\$200,251.19	\$200,251.19	\$ 0.00

The following balance is given in the above necessary receipts to the General Reserve Fund:

Main Appropriation for Salaries	\$ 1.00
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BOARD OF CONTROL EXPENSE FUNDS

Receipts

Main Appropriation, 1912	\$ 1,000.00
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Disbursements

For Salaries of Office Employees	\$ 500.00
For Equipment, Furniture and Supplies	50.00
For Printing, Stationery and Office Expenses	20.00
For Traveling Expenses	25.00
For Freight and Express	.50
For Justice Bonds	25.00
For all other Purposes	280.00
Total	\$ 1,000.00

Balance July 1, 1912	\$ 0.00
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(Balance in General Reserve Fund.)

ANNUAL REPORT OF SCHOLARSHIPS HANDLED BY THE BOARD OF CONTROL

UNIVERSITY OF FLORIDA ARTHUR E. BARKER SCHOLARSHIP FUND

Receipts

U. S. Liberty 4 1/2% Bonds	\$	2500
Five City of Jacksonville 5% Bonds		1,000.00
Total		\$ 1,250.00

Income

Dividends

Balance Brought Forward July 1, 1932	\$	52.75
Interest on Bonds		20.27
Interest on Bank Deposits		1.00
Total		\$ 74.02

Disbursements

U. of F. Scholarships for William Joseph	\$	200.00
Total		\$ 200.00

Balance Carried Forward July 1, 1933	\$	142.77
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MR. WILLIAM LEWING SPENCER SCHOLARSHIP FUND

Receipts

United States Steel Corporation Bonds	\$	400.00
Five Municipal City of Jacksonville 5% Bonds		1,000.00
Five Southern of Ft. Snodgrass 5% Bonds, Held Legally via Florida		1,000.00
Total		\$ 1,400.00

Income

Dividends

Balance Brought Forward July 1, 1932	\$	52.75
Interest on Bonds		20.00
Dividend U. S. Steel Corporation Bonds		20.00
Interest on Bank Deposits		20.27
Transferred from Principal of Fund		142.75

Total	\$	365.77
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REPORT OF BOARD'S SECRETARY

19

INDEMNITIES

1. of F. Scholarship for Helen Jones	\$ 200.00
Taxes and Receipts on Southern Tobacco Trust Under S. S. Smith Mortgage	170.00
Publication of Notice Relating to the Estate of Mrs. Spence	15.00
Total	\$ 385.00
Balance Carried Forward July 1, 1902	\$ 100.00

ALBERT W. SCHOLARSHIP FUND

Receipts

Five \$1000 Each City of Jacksonville 4 1/2% Bonds	\$ 5,000.00
Tax on North State Bank, 4% Interest	300.75
Total	\$ 5,300.75

Disburse

Receipts

Balance Brought Forward from 1, 1901	\$ 100.00
Interest on Bonds	400.00
Interest on Bank Deposits	15.00
Total	\$ 505.00

INDEMNITIES

1. of F. Scholarship as follows:	
S. J. Walker	\$ 175.00
Miss H. Sellers	175.00
Total	\$ 350.00
Balance Carried Forward July 1, 1902	\$ 100.00

DAVID STARR SCHOLARSHIP FUND

Receipts

Five \$1000 Each City of Jacksonville 4 1/2% Bonds	\$ 5,000.00
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Disburse

Receipts

Balance Brought Forward July 1, 1901	\$ 100.00
Interest on Bonds	325.00
Interest on Bank Deposits	1.00
Total	\$ 426.00

DISBURSEMENTS

E. of P. Scholarship for Charles Miller	\$	200.00
Balance Carried Forward July 1, 1932	\$	114.75

DAVID YULGE LECTURESHIP

PRINCIPAL

Three \$1000.00 Each City of Jacksonville 4-3/8 Bonds	\$	3,000.00
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INCOME

REVENUE

Balance Brought Forward July 1, 1932	\$	250.47
Interest on Bonds		125.00
Interest on Bank Deposits		0.60
Total	\$	376.07

NO DISBURSEMENTS

Balance Carried Forward July 1, 1933	\$	376.07
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FRANK R. PARSONS MURKIN FUND

REVENUE

Check from Mr. Frank R. Parsons, of Providence, Rhode Island, as a Donation	\$	11,000.00
Interest on Bonds		120.00
Total	\$	11,120.00

DISBURSEMENTS

For the Purchase of \$5,500.00 in Liberty Bonds as an Investment	\$	5,500.00
Salary of Charles E. Dow, 8 Months		1,000.00
Rent on Safe Deposit Box		5.00
Traveling Expenses of Charles E. Dow		24.00
For the Purchase of Additions to Frank R. Parsons Collection in the Museum		636.00
Total	\$	7,165.00
Overplus Carried Forward July 1, 1933	\$	4,055.00

FRANK H. WALKER ESTATE FUND

Receipts

Checks from the Office of the Attorney General representing the amount left from the sale of a piece of Real Estate after Paying Taxes and Commissions, Other Expenses of the Estate	\$ 284.00
Interest on Bank Deposits	.29
Total	\$ 284.29

Disbursements

Balance Carried Forward July 1, 1932	\$ 284.29
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FLORIDA STATE COLLEGE FOR WOMEN
MRS. BERTHA LATTY WITHDRAWAL FUND

Receipts

Balance Brought Forward July 1, 1932	\$ 15.15
Check from Mrs. Bertha Latty	28.00
Interest on Bank Deposits	.10
Total	\$ 43.25

Disbursements

Florida State College for Women Scholarships as follows:	
Estelle Brown	\$ 10.00
Mary Ann English	10.00
Wynn Walker	10.00
Myrtle Glover	10.00
Myrtle Bell	10.00
Pauline Bell	10.00
Woodward Smith	10.00
Total	\$ 70.00
Balance Carried Forward July 1, 1932	\$ 15.15

ALBERT W. WALKER WITHDRAWAL FUND

Receipts

Five \$1,000.00 Bonds City of Jacksonville Bonds	\$ 5,000.00
Five Deposits to Lewis State Bank	1,000.00
Total	\$ 6,000.00

Income

Receipts

Balance Brought Forward July 1, 1931	\$	274.40
Interest on Bonds		250.00
Interest on Deposits		75.00
Total	\$	599.40

Disbursements

Florida State College for Women - Scholarship as follows:

Miss Wynn	\$	25.00
Miss Brown		25.00
Total	\$	50.00

Balance Carried Forward July 1, 1932	\$	549.40
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FLORIDA STATE COLLEGE FOR WOMEN - SCHOLARSHIP AS FOLLOWS:

Receipts

Four Bonds (1/2 Each City of Jacksonville 1/2 Each)	\$	4,000.00
Three Deposits to Lewis State Bank		75.00
Total	\$	4,075.00

Income

Receipts

Balance Brought Forward July 1, 1931	\$	150.00
Interest on Bonds		50.00
Interest on Bank Deposits		60.00
Total	\$	260.00

No Disbursements

Balance Carried Forward July 1, 1932	\$	260.00
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FLORIDA A. & M. COLLEGE FOR MEN - SCHOLARSHIP AS FOLLOWS:

Receipts

One Bonds - County 1/2, 1/2 Bond	\$	1,000.00
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Income

Receipts

Balance Brought Forward July 1, 1931	\$	50.00
Interest on Bond		50.00
Interest on Bank Deposits		5.00
Total	\$	105.00

Expenditures

Florida A. & M. College Scholarship for January	
Withdrawal	\$ 1000
Balance Carried Forward July 1, 1952	\$ 1000

NEW HALL LAYE SCHOLARSHIP FUND

Receipts

Balance Brought Forward July 1, 1952	\$ 1000
Check from Mrs. New Laye	\$ 1000
Interest on Bank Deposits	500
Total	\$ 2500

Expenditures

Florida A. & M. College Scholarship for January	
Withdrawal	\$ 1000
Balance Carried Forward July 1, 1952	\$ 1000

BUDGET RECOMMENDED BY BOARD OF CONTROL

FOR BOARD OF CONTROL EXPENSES

BY STATE SERVICE CENTER

Revenues

For Year

State Appropriation	\$ 1,000,000
Total	\$ 1,000,000
Total Encumbered to	
Director	\$1,000,000

Expenditures

For Year

For Salaries	\$ 1,000,000
For Travel and Office Ex.	
Amount	1,000,000
Total	\$ 1,000,000
Total Encumbered to	
Director	\$1,000,000

	Actual Fiscal Year	Total Encumbered For the Year	Percent of Budget
Executive Secretary and Auditor	\$1,000,000	\$1,000,000	100
Registration and Bookkeeper	1,000,000	1,000,000	100
State Control Body	200,000	200,000	100
Office Expenses	200,000	200,000	100
Traveling Expenses Board Members	1,000,000	1,000,000	100
Printing Board Reports	200,000	200,000	100
	\$1,000,000	\$1,000,000	

BUDGET RECOMMENDED
BY
BOARD OF CONTROL
FOR
UNIVERSITY OF FLORIDA



During Biennium 1933-1935

Budget Recommended by Board of Control For University of Florida During Biennium 1933-1935

Expenditures	
Per Year	
Basic Appropriation	\$ 700,000.00
Student Fees	88,000.00
Chair of Anthropology	1,000.00
World's Bazaar	25,000.00
Public Buildings	1,000.00
Agricultural College	1,000.00
University League Income	1,000.00
Boundary Interest	1,200.00
General Extension, Institutional	21,000.00
Baths, Institutional	1,000.00
Total	\$ 842,200.00
Total Recommended for Biennium	\$1,684,400.00

Expenditures	
Per Year	
Pay Salaries	\$ 547,340.00
Pay Equipment and Operating Expenses	294,660.00
Total	\$ 842,000.00
Total Recommended for Biennium	\$1,684,000.00

I. GENERAL ADMINISTRATION

Position	Salary Paid in 1932-33	Salary Recommended for Biennium 1933-35	No. of Positions Authorized
President's Office:			
President	\$ 8,000.00	\$ 8,000.00	1
Vice-President	6,000.00	6,000.00	1
Total, 1932-33 and Biennium			
Registrar Department \$4,200			
Secretary	1,000.00	1,000.00	1
Stenographer	1,000.00	1,000.00	1
Total	\$14,000.00	\$14,000.00	

22 **STATE DEPARTMENT OF BOARD OF CONTROL**

Position	Actual Cost in 1935	Actual Recommended Budget for Fiscal Year 1936	No. Men Employed January
Business Office:			
Business Manager	\$ 4,000.00	\$ 4,000.00	10
(Also Experienced Marine Engineer)			
Secretary to Business Mgr.....	1,000.00	1,000.00	12
Filing Clerk	1,000.00	1,000.00	12
Author Certificate Funds	1,000.00	1,000.00	12
Trailer	1,000.00	1,000.00	12
Head Author	1,000.00	1,000.00	12
Head Bookkeeper	1,000.00	1,000.00	12
(Also General Extension Printer)			
Service Clerk	1,000.00	1,000.00	12
Purchase Order Clerk	1,000.00	1,000.00	12
Revised Clerk	1,000.00	1,000.00	12
Teacher Clerk	700.00	700.00	12
Clerk	1,000.00	1,000.00	12
Teacher Clerk	700.00	700.00	12
Watchman Operator	700.00	700.00	12
Assistant Watchman Operator (Night)	350.00	350.00	12
Contract Help, Business School.	200.00	200.00	4
Total	\$21,000.00	\$21,000.00	
Office of the State of Students:			
Dean of Students	\$ 4,000.00	\$ 4,000.00	9
Assistant Dean of Students.....	1,000.00	1,000.00	9
(Also Arts and Science Bldg.)			
Secretary	1,000.00	1,000.00	12
Drawing Room Inspector	500.00	500.00	12
(Also Faculty Services)			
Student Assistant	250.00	250.00	9
Student Assistant	150.00	150.00	9
Total	\$ 8,300.00	\$ 8,300.00	
Series of Placements:			
Student Assistant	250.00	250.00	9
Teacher Assistant	250.00	250.00	9
Student Assistant	250.00	250.00	9
Total	\$ 750.00	\$ 750.00	

UNIVERSITY OF FLORIDA

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Position	1939-40 Actual	1940-41 Estimated	1941-42 Estimated
Office of the Registrar:			
Registrar	\$ 4,000.00	\$ 4,000.00	10
Office of Admissions	1,000.00	1,000.00	10
Assistant Registrar	1,000.00	1,000.00	10
Recorder	1,000.00	1,000.00	10
Secretary	1,000.00	1,000.00	10
Photographer	1,000.00	1,000.00	10
Clerk	1,000.00	1,000.00	10
Manual Assistant	1,000.00	1,000.00	10
Extra Help	1,000.00	1,000.00	10
Total	\$12,000.00	\$12,000.00	
Faculty:			
Director	\$ 1,000.00	\$ 1,000.00	10
Photographer (Part Time)	500.00	500.00	10
Total	\$ 1,500.00	\$ 1,500.00	
Special Services:			
Director	\$ 1,000.00	\$ 1,000.00	0
Secretary	1,000.00	1,000.00	0
Total	\$ 2,000.00	\$ 2,000.00	
Library:			
Physician	\$ 1,000.00	"	10
Assistant Physician	1,000.00	"	10
Superintendent	1,000.00	"	10
Registered Nurses	1,000.00	"	10
Labor, Cooks, Maids	1,000.00	"	10
Total	\$5,000.00		

II. RESIDENT INSTRUCTION

Resident Instructors:			
Dean	\$ 1,000.00	\$ 1,000.00	0
Recorder	1,000.00	1,000.00	10
Administrative	1,000.00	1,000.00	0
Total	\$3,000.00	\$3,000.00	

This is to include University Budget, with supporting staff and money by other funds.

Position Classified as Appointment	Salary, Fall 1955-56	Salary Recommended for 1956-57	No. Men Employed 12/31/55
General:			
Dean	\$ 45,000	\$ 45,000*	1
Assistant Dean Administration (Also Director)	25,000	25,000	1
Assistant Dean Research	24,000	24,000*	1
Secretary	1,000.00	1,000.00	12
Part Foreman	1,000.00	1,000.00	12
Total	\$ 4,450.00	\$ 4,450.00	
Agricultural Economics:			
Head Professor	\$ 4,200.00	\$ 4,200.00*	1
Associate Professor Marketing	3,000.00	3,000.00	1
Instructor Farm Management	1,000.00	1,000.00	1
Instructor Farm Records	1,000.00	1,000.00	1
Graduate Assistant Marketing	600.00	600.00	1
Graduate Assistant Farm Man- agement	600.00	600.00	1
Student Assistant	200.00	200.00	1
Total	\$11,200.00	\$11,200.00	
Agricultural Engineering:			
Professor	\$ 3,200.00	\$ 3,200.00	1
Graduate Assistant	600.00	600.00	1
Student Assistant	200.00	200.00	1
Student Assistant	200.00	200.00	1
Total	\$ 4,200.00	\$ 4,200.00	
Agronomy:			
Head Professor	\$ 5,075.00	\$ 5,075.00	1
Assistant Professor	3,250.00	3,250.00	1
Graduate Assistant	600.00	600.00	1
Student Assistant	200.00	200.00	1
Total	\$ 9,125.00	\$ 9,125.00	

*Increase of Salary Department Action.

*From Agricultural Education Budget.

UNIVERSITY OF FLORIDA

Position	Salary, Per Annum	Salary, Per Annum, Inc. 1951-52	No. Men Employed
Mathematics and Statistics:			
Professor	\$ 5,000.00	\$ 5,000.00	1
Instructor	2,000.00	2,000.00	1
Student Assistant	200.00	200.00	12
Booksman	1,000.00	1,000.00	
Total	\$ 7,200.00	\$ 7,200.00	
Music and Musicology:			
Head Professor	\$ 5,000.00	\$ 5,000.00	1
Assistant Professor	2,000.00	2,000.00	1
Student Assistant	200.00	200.00	1
Total	\$ 7,200.00	\$ 7,200.00	
Botany and Plant Pathology:			
Assistant Professor	\$ 2,000.00	\$ 2,000.00	1
Instructor	1,000.00	1,000.00	1
Graduate Assistant	200.00	200.00	1
Student Assistant	200.00	200.00	1
Total	\$ 3,200.00	\$ 3,200.00	
Chemistry:			
Head Professor	\$ 4,000.00	\$ 4,000.00	1
<i>(See also Agriculture, Gen. Serv.)</i>			
Professor	2,000.00	2,000.00	1
Assistant Professor	2,000.00	2,000.00	1
Graduate Assistant	200.00	200.00	1
Student Assistant	200.00	200.00	1
Process Controller and Clerk	1,000.00	1,000.00	12
Total	\$12,400.00	\$12,400.00	
Language Study:			
Assistant Professor	\$ 2,000.00	\$ 2,000.00	1
Faculty Secretary:			
Professor	\$ 2,000.00	\$ 2,000.00	1
Student Assistant	200.00	200.00	1
Total	\$ 2,200.00	\$ 2,200.00	

16 DETAIL STATEMENTS BY BOARD OF CONTROL.

Faculty Category (Subject)	Salary Paid in 1916-17	Salary Recommended for 1917-18	Number of Faculty
Faculty (Part Time):			
(College Eng. Math.)	\$ 1,000.00	\$ 1,000.00	1
Student Assistant	200.00	200.00	1
Total	\$ 1,200.00	\$ 1,200.00	
Faculty of Arts and Science (General):			
Five	\$ 275.00	\$ 275.00	5
(College Mathematics)			
Assistant to the Dean	200.00	200.00	1
(Class English)			
Secretary	1,000.00	1,000.00	1
Total	\$ 1,475.00	\$ 1,475.00	
Faculty Languages:			
Associate Professor	\$ 1,000.00	\$ 1,000.00	1
Professor (Part Time)	200.00		1
Total	\$ 1,200.00	\$ 1,000.00	
Music:			
Professor	\$ 1,000.00	\$ 1,000.00	1
History and Geography:			
Head Professor	\$ 1,000.00	\$ 1,000.00	1
Associate Professor	1,000.00	1,000.00	1
Associate Professor	1,000.00	1,000.00	1
Associate Professor	1,000.00	1,000.00	1
Teacher	1,000.00	1,000.00	1
Graduate Assistant	500.00	500.00	1
Student Assistant	500.00	500.00	1
Total	\$10,000.00	\$10,000.00	
English:			
Head Professor	\$ 4,200.00	\$ 4,200.00	1
(Class President's Office)			
Professor	1,000.00	1,000.00	1
Associate Professor	1,000.00	1,000.00	1
Assistant Professor	1,000.00	1,000.00	1
Instructor	1,000.00	1,000.00	1
Instructor	1,000.00	1,000.00	1
Instructor	1,000.00	1,000.00	1
(Class Arts and Science - General)			

Faculty	Salary, Fall 1954-55	Salary, Summer 1955	Ratio Summer 1955 to Fall 1954
Assistant _____	\$3,000	\$3,000	1
Instructor _____	\$2,000	\$2,000	1
Assistant _____	750	750	1
Graduate Assistant _____	500	500	1
Total _____	\$6,250	\$6,250	

Faculty

Head Professor _____	\$ 5,000	\$ 5,000	1
Assistant Professor _____	2,000	2,000	1
Instructor _____	1,000	1,000	1
Assistant _____	1,000	1,000	1
Instructor _____	1,000	1,000	1
Total _____	\$10,000	\$10,000	

History and Political Science

Head Professor _____	\$ 4,000	\$ 4,000	1
Assistant Professor of Political Science _____	1,000	1,000	1
Assistant Professor of History and Political Science _____	2,000	2,000	1
Assistant Professor of History _____	2,000	2,000	1
Instructor _____	1,000	1,000	1
Total _____	\$10,000	\$10,000	

Mathematics

Head Professor _____	\$ 4,000	\$ 4,000	1
Professor _____ (Acting, Arts and Sciences General)	2,000	2,000	1
Professor _____	2,000	2,000	1
Assistant Professor _____	2,750	2,750	1
Assistant Professor _____	2,000	2,000	1
Assistant Professor _____	2,000	2,000	1
Assistant Professor _____	2,000	2,000	1
Assistant Professor _____	2,000	2,000	1
Assistant _____	1,000	1,000	1
Instructor _____	1,000	1,000	1
Total _____	\$20,000	\$20,000	

20 DETAIL SUPPORTED BY SALARY OF 1970-71

Position	Actual Paid in 1970-71	Salary Authorized by Statute for 1970-71	No. Men Employed
Faculty:			
Head Professor	\$ 4,200.00	\$ 4,200.00	0
Part-time:			
Head American Professor	\$ 2,000.00	\$ 2,000.00	0
Assistant Professor	2,000.00	2,000.00	0
Graduate Assistant	600.00	600.00	0
Total	\$ 4,600.00	\$ 4,600.00	
Staff of Technical Institute and Mineral Region:			
Instructor	\$ 1,800.00	\$ 1,800.00	0
Student Assistant	400.00	400.00	0
Total	\$ 2,200.00	\$ 2,200.00	
Physic:			
Head Professor	\$ 4,200.00	\$ 4,200.00	0
Assistant Professor	3,000.00	3,000.00	0
Associate Professor	2,700.00	2,700.00	0
Instructor	1,800.00	1,800.00	0
Instructor	1,800.00	1,800.00	0
Course	1,200.00	1,200.00	12
Graduate Assistant	1,075.00	1,075.00	0
Total	19,075.00	19,075.00	
Geology:			
Head Professor	\$ 4,200.00	\$ 4,200.00	0
Instructor (Part Time)	500.00	500.00	0
(Also Term of Professor)			
Graduate Assistant	400.00	400.00	0
Total	\$ 5,100.00	\$ 5,100.00	
Chemistry and Physics:			
Head Professor	\$ 4,200.00	\$ 4,200.00	0
Assistant Professor	3,000.00	3,000.00	0
Instructor	1,800.00	1,800.00	0
Instructor	1,800.00	1,800.00	0
Instructor	1,800.00	1,800.00	0
Total	\$12,700.00	\$12,700.00	

STATEMENT OF FINANCIAL

19

Position	Salary Paid in 1914-15	Salary Recommended for 1915-16 and 1916-17	No. Now Employed
Faculty:			
Chief Academic Professor	\$ 20,000	\$ 20,000	1
Assistant Professor	2,000	2,000	1
Total	\$ 22,000	\$ 22,000	
Faculty of Theology and Arts			
Faculty:			
Dean	\$ 4,000	\$ 4,000	1
(Like Chief Professor of Arts)			
Assistant Dean	2,000	2,000	1
(Like Professor Emeritus and Associate of Arts)			
Secretary	\$ 1,000	\$ 1,000	1
Manager (Part Time)	500	500	1
Total	\$ 7,500	\$ 7,500	
Students and Business Adults			
Faculty:			
Chief Professor	\$ 4,000	\$ 4,000	1
(Like Dean of Arts)			
Professor Emeritus and His Wife	1,000	1,000	1
Professor Emeritus and His Wife	1,000	1,000	1
(Like Chief, Arts, Dean)			
Professor Accounting	1,000	1,000	1
Professor Economics	1,000	1,000	1
Assistant Professor of Eco- nomics and Foreign Trade	1,000	1,000	1
Assistant Professor of Finance	1,000	1,000	1
Assistant Professor of Business Law and Economic History	1,000	1,000	1
Assistant Professor of Eco- nomics	1,000	1,000	1
Assistant Professor of Statis- tics and Accounting	1,000	1,000	1
Assistant Professor of Eco- nomics and Business Man- agement	1,000	1,000	1
Instructor of Economics	1,000	1,000	1
Instructor in Accounting	1,000	1,000	1

50 BUDGET AUTHORIZED BY BOARD OF CONTROL

Position	Salary Paid in 1934-35	Salary Recommended for 1935-36	No. Men Employed
Director in Office Management and Economic Planning	1,200.00	1,200.00	1
Director in Economic Group	1,700.00	1,700.00	1
Research Assistants	600.00	600.00	2
Graduate Assistants	600.00	600.00	2
Student Assistants	600.00	600.00	2
Total	\$3,700.00	\$3,700.00	
Instruction:			
Head Professor	\$ 1,200.00	\$ 1,200.00	1
Assistant Professor	1,400.00	1,400.00	1
Student Assistant	600.00	600.00	1
Total	\$ 3,200.00	\$ 3,200.00	
Course of Instruction Group:			
Dean	\$ 600.00	\$ 600.00*	1
Secretary	1,200.00	1,200.00	11
Departmental Stenographer			
Book and File Clerk (Part Time in Full Time)	600.00	1,200.00	11
Professor of Engineering	1,200.00	1,200.00*	1
Total	\$ 3,000.00	\$ 3,000.00	
Civil Engineering:			
Professor	\$ 4,100.00	\$ 4,100.00	1
Assistant Professor	2,000.00	2,000.00	1
Assistant Professor	2,200.00	2,200.00	1
Director	1,000.00	1,000.00	1
Graduate Assistant	600.00	600.00	1
Student Assistant	600.00	600.00	1
Total	\$13,500.00	\$13,500.00	
Electrical Engineering:			
Professor (Also Radio)	\$ 1,200.00	\$ 1,200.00	1
Assistant Professor	1,000.00	1,000.00	1
Assistant Professor	1,200.00	1,200.00	1

* (Civil Engineering Department)

Position	1959-60 Annual Salary	1960-61 Annual Salary	1961-62 Annual Salary
Instructor (Part Time) _____	1,000.00	1,000.00	0
Medical Assistant _____	600.00	600.00	0
Total _____	\$ 1,600.00	\$ 1,600.00	
Industrial Engineering:			
Professor _____	\$ 4,000.00	\$ 4,000.00	0
Associate Professor _____	2,700.00	2,700.00	0
Assistant Professor _____	2,000.00	2,000.00	0
Laboratory - Plant Operator (Changed from 2 to 1)			
Teacher _____	1,000.00	1,000.00	12
Medical Assistant _____	600.00	600.00	0
Total _____	\$11,300.00	\$11,300.00	
Inventing and Methods Arts:			
Professor _____	\$ 4,000.00	\$ 4,000.00	0
Assistant Professor _____	2,000.00	2,000.00	0
Assistant Professor (Part Time) _____			
Teacher _____	1,000.00	1,000.00	0
Instructor in Inventing and the Methods Arts _____	1,000.00	1,000.00	0
Secretary _____	1,000.00	1,000.00	12
Medical Assistant _____	600.00	600.00	0
Total _____	\$11,600.00	\$11,600.00	
Work of Advertising:			
(Group):			
Teacher _____	\$ 400.00	\$ 400.00	12
Secretary _____	1,000.00	1,000.00	12
Total _____	\$ 1,400.00	\$ 1,400.00	
Architecture:			
Professor (Part Time) _____	\$ 1,000.00	\$ 1,000.00	12
Professor _____	1,200.00	1,200.00	0
Assistant Professor _____	1,000.00	1,000.00	0
Instructor (Part Time) _____	500.00	500.00	0
Medical Assistant _____	500.00	500.00	0
Total _____	\$ 4,200.00	\$ 4,200.00	

Note: See Division of Enrollment.

Reference being Department of Architecture (total of).

BY BOARD OF TRUSTEES

Position	Salary Paid in 1914, 1915	Salary Recommended for 1915-1916 (1915-1916)	No. of Positions Vacant
Faculty:			
Assistant (Part Time)	\$ 2500	\$ 2500	0
Assistant (Part Time)	1,000	1,000	0
Total	\$ 3,500	\$ 3,500	
Classes of Law			
Class:			
Class (Law School, Instruction)	\$ 2500	\$ 2500	0
Secretary and Librarian	1,000	1,000	12
Assistant Librarian	500	500	0
Total	\$ 4,000	\$ 4,000	
Instructors:			
Professor	\$ 4,000	\$ 4,000	0
(Law School, General)			
Professor	4,000	4,000	0
Professor	4,000	4,000	0
Professor	3,500	3,500	0
Professor	3,500	3,500	0
Professor	3,000	3,000	0
Professor	3,000	3,000	0
Total	\$24,000	\$24,000	
Classes of Philosophy			
Class:			
Class (Law School, Philosophy)	\$ 2500	\$ 2500	0
Secretary	1,000	1,000	12
Secretary Librarian	1,000	1,000	12
Total	\$ 4,500	\$ 4,500	
Chemistry:			
Head Professor	\$ 4,000	\$ 4,000	0
(Law School, General)			
Professor	3,000	3,000	0
Associate Professor	2,500	2,500	0
Assistant Professor	2,000	2,000	0
Chemist	1,500	1,500	12
Assistant	1,000	1,000	0
Assistant	1,000	1,000	0

Office	Salary Paid in 1926-27	Salary Authorized by Act of 1925	No. of Positions
Business Office	\$50.00	\$50.00	12
Graduate Institutes			
(Four of \$100)	400.00	400.00	4
Medical Assistants			
(Six of \$50)	300.00	300.00	6
Total	\$750.00	\$750.00	
Agricultural Chemistry:			
Professor	\$ 2,000.00	\$ 2,000.00	1
Graduate Assistant	500.00	500.00	1
Medical Assistant	500.00	500.00	1
Total	\$ 3,000.00	\$ 3,000.00	
Chemical Engineering:			
Professor	\$ 2,000.00	\$ 2,000.00	1
Graduate Assistant	500.00	500.00	1
Medical Assistant	500.00	500.00	1
Total	\$ 3,000.00	\$ 3,000.00	
Pharmacology and Pharmacy			
Head Professor	\$ 2,000.00	\$ 2,000.00	1
Assistant	1,000.00	1,000.00	12
Graduate Assistants	1,000.00	1,000.00	4
Surgeon	500.00	500.00	12
Total	\$ 4,500.00	\$ 4,500.00	
Pharmacy:			
Head Professor	\$ 2,000.00	\$ 2,000.00	1
Professor	1,000.00	1,000.00	1
Graduate Assistants	1,000.00	1,000.00	1
Total	\$ 4,000.00	\$ 4,000.00	
Office of Extension			
Head	\$ 400.00	\$ 400.00	1
(Also Professor of Kinesthetic School)			
Secretary	1,000.00	1,000.00	12
Total	\$ 1,400.00	\$ 1,400.00	

Position	Salary, 1931 to 1932 (est.)	Salary, 1932 to 1933 (est.)	Per. Pay Increase
Theory of Art and Teaching:			
Professor of Education _____	\$ 4,200.00	\$ 4,200.00	0
Class (Two classes)			
Assistant Professor Education, Assistant Professor Superintend- ing _____	2,200.00	2,200.00	0
Graduate Assistant and Lect. High School Teachers' Edu- cation Supplemental for Ap- praised Teaching _____	475.00	475.00	0
Total _____	\$ 6,875.00	\$ 6,875.00	
Educative Administration:			
Professor of Educational Ad- ministration _____	\$ 4,200.00	\$ 4,200.00	0
Professor of Superintend- ing and Director of Instruc- tion School _____	4,000.00	4,000.00	0
Total _____	\$ 8,200.00	\$ 8,200.00	
Secondary Education and Educa- tional Psychology:			
*Associate Professor Secondary Education _____	\$ 3,300.00	\$ 3,300.00	0
Associate Professor Educatio- nal Psychology _____	2,900.00	2,900.00	0
Assistant Professor (1931 and 1932) Educational Psychology _____	2,200.00	2,200.00	0
Total _____	\$ 8,400.00	\$ 8,400.00	
Agricultural Education:			
Professor of Agricultural Edu- cation _____	\$ 2,800.00	\$ 2,800.00	0
Assistant Professor (Part Time) _____	300.00	300.00	0
Total _____	\$ 3,100.00	\$ 3,100.00	

*The above position was filled temporarily last to have it changed and the annual need be included next year.

Position	Annual Pay in 1934	Annual Appropriation in 1934	No. of Positions
Branch Office			
Administrative:			
Director and Professor of Sci- ences	\$ 6000	\$ 6000	1
Dean of Women and Director of Nursing and Religious Activities	2000	2000	1
Dean of Men and Professor of Education	4000	4000	1
Director of Employment Service Inquiry	2000	2000	1
Chief Clerk	2000		
Employment Service Secretary			
Dean's Office Stenographer for Twelve Month's Service Look- ing After Details of Student Affairs	2000	2000	12
Office Boy	500		
Office Assistant	1500		
Total	\$ 12700	\$ 12700	

College of Education:

Dean and Professor of Educa- tion	\$ 6000	\$ 6000	1
Assistant Dean and Professor of Education	4000	4000	1
Professor of Education	3000	3000	1
Professor of Agricultural Sci- ences	3000	3000	1
Professor of Secondary Educa- tion (Part Time)	2000	2000	1
Instructor Health Education	1500	1500	1
Assistant Professor of High School Management	2000	2000	1
Assistant Professor of Junior High School Management	2000	2000	1
Assistant Professor of Child Management	2000	2000	1
Assistant Professor of Educa- tional Psychology	2000	2000	1
Assistant Professor of Child Education Construction	2000	2000	1

RECORDS OF THE BOARD OF CONTROL

Position (Include School)	Annual Salary		By Special Authority
	1912-13	1913-14	
Dean and Professor of Latin	\$ 3000	\$ 3000	
College of Arts and Sciences:			
Dean and Professor of Education	\$ 2000	\$ 2000	
Professor of Philosophy	\$ 1500	\$ 1500	
Professor of Psychology	\$ 1500	\$ 1500	
Assistant Professor of Psychology	\$ 1200	\$ 1200	
Professor of Spanish	\$ 1500	\$ 1500	
Graduate Assistant	\$ 800	\$ 800	
Professor of History	\$ 1500	\$ 1500	
Assistant Professor of History	\$ 1200	\$ 1200	
Assistant Professor of History	\$ 1200	\$ 1200	
Assistant Professor of History	\$ 1200	\$ 1200	
Assistant Professor of History	\$ 1200	\$ 1200	
(Part Time)			
Professor of English	\$ 1500	\$ 1500	
Professor of English	\$ 1500	\$ 1500	
Assistant Professor of English	\$ 1200	\$ 1200	
Assistant Professor of English	\$ 1200	\$ 1200	
Assistant Professor of English	\$ 1200	\$ 1200	
Assistant Professor of English	\$ 1200	\$ 1200	
Assistant Professor of English	\$ 1200	\$ 1200	
Graduate Assistant	\$ 800	\$ 800	
Professor of Mathematics	\$ 1500	\$ 1500	
Assistant Professor of Mathematics	\$ 1200	\$ 1200	
Instructor in Mathematics	\$ 800	\$ 800	
Professor of French	\$ 1500	\$ 1500	
Graduate Assistant	\$ 800	\$ 800	
Professor of Physics	\$ 1500	\$ 1500	
Graduate Assistant	\$ 800	\$ 800	
Professor of Botany	\$ 1500	\$ 1500	
Assistant Professor of Botany	\$ 1200	\$ 1200	
(Part Time)			
Instructor in Botany	\$ 800	\$ 800	
Instructor of Botany	\$ 800	\$ 800	
Assistant Professor of Spanish	\$ 1200	\$ 1200	
Professor of Chemistry	\$ 1500	\$ 1500	
Assistant Professor of Chemistry	\$ 1200	\$ 1200	

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Position	Salary Paid by University	Salary Received from State	No. of Persons
Monthly	Dollars	Dollars	
College of Agriculture:			
Dean	\$4,000	\$0	1
Professor of Agricultural Economics (Part Time)	\$2,000	\$0	1
Professor of Animal Husbandry (Part Time)	\$2,000	\$0	1
Professor of Botany and Zoology	\$4,000	\$0	1
Assistant Professor in Botany	\$2,000	\$0	1
Total	\$12,000	\$0	
College of Law:			
Dean and Professor of Law	\$4,000	\$0	1
Professor of Law	\$2,000	\$0	1
Professor of Law	\$2,000	\$0	1
State Librarian	\$0	\$0	1
American Law Institute	\$0	\$0	1
Total	\$8,000	\$0	
College of Commerce and Business Administration:			
Dean and Professor of Business	\$4,000	\$0	1
Professor of Economics	\$2,000	\$0	1
Instructor in Accounting	\$2,000	\$0	1
Instructor in Office Management and Economic Theory	\$2,000	\$0	1
Total	\$10,000	\$0	
BY EXTENSION:			
Special Executive Director:			
Dean and Professor of Extension Teaching	\$4,000	\$0	1
Extension Teaching:			
Associate Professor and Director of Correspondence Study	\$1,000	\$0	1
Instructor Correspondence Study	\$1,000	\$0	1

56 BUDGET SUBMITTED BY BOARD OF CONTROL

Position	1912-13 \$ 100,000	1913-14 \$ 100,000	No. of Positions
Public Estimate Commission			
Chief	1,000.00	1,000.00	1
Estimate and Analysis			
Librarian	1,000.00	1,000.00	1
Office Secretary and Auditor	1,000.00	1,000.00	1
Stenographer	750.00	750.00	1
Special Clerk			
Chief, Estimate Manager's Office	500.00	500.00	1
See			
Chief Head Bookkeeper			
Total	\$3,250.00	\$3,250.00	
Finance Division			
Chief and Comptroller			
Chief	1,000.00	1,000.00	1
Assistant Professor	1,000.00	1,000.00	1
Assistant Professor	1,000.00	1,000.00	1
Instructor and Auditor	1,000.00	1,000.00	1
Instructor and Auditor	1,000.00	1,000.00	1
Instructor	500.00	500.00	1
Total	\$5,500.00	\$5,500.00	
Department of Information and Service			
Secretary and Head of Department	1,000.00	1,000.00	1
Assistant to Head of Department			
Assistant	1,000.00	1,000.00	1
Assistant	500.00	500.00	1
Paragon Librarian Clerk	500.00	500.00	1
Mailing Clerk	1,000.00	1,000.00	1
Stenographer Operator			
Chief, Stenographer and Office Auditor	500.00	500.00	1
Auditor	500.00	500.00	1
Master Assistant			
State Manager of Printing	1,000.00	1,000.00	1
Teacher			
Total	\$6,500.00	\$6,500.00	
Five to Extension Activities			
Instructor/ Five visiting Teachers and Working Extension Classes	50,000.00	50,000.00	1

Position	Salary Paid in 1934-35	Salary Recommended for 1935-36	No. Men Employed (Monthly)
Section of International Affairs			
Acting Director, Section of International Affairs (Associate Professor Economics Geography)	\$ 2,000.00	\$ 2,000.00	1
Secretary	1,000.00	1,000.00	1
Reference	1,000.00	900.00	1
Total	\$ 4,000.00	\$ 4,000.00	
Radio Station			
Director	\$ 4,000.00	\$ 4,000.00	12
Assistant and Artist	1,000.00	1,000.00	12
Assistant and Artist	1,000.00	1,000.00	12
Assistant and Artist	1,000.00	1,000.00	12
Staff Printer	1,000.00	1,000.00	12
Staff Engineer	900.00	900.00	12
1.000.00 Make and Repair			
Reference			
Staff Technician	800.00	800.00	12
Staff Artist	1,000.00	1,000.00	12
Compositor and Artist	1,000.00	1,000.00	12
Radiooperator, Telegraph Operator and Artist	1,000.00	1,000.00	12
Junior and Workman	1,000.00	1,000.00	12
Assistant Tube Director	800.00	800.00	12
Assistant Tube Director	800.00	800.00	12
Chief Engineer	800.00	800.00	12
Chief Operator	1,000.00	1,000.00	12
Assistant	1,000.00	1,000.00	12
Radio Control Operator	800.00	800.00	12
Radio Control Operator	800.00	800.00	12
Total	\$22,000.00	\$22,000.00	

V. LIBRARY AND STUDY

Library			
Librarian	\$ 2,000.00	\$ 2,000.00	12
Reference Clerk	1,000.00	1,000.00	12
Catalog Clerk	1,000.00	1,000.00	12
Classification Clerk	1,000.00	1,000.00	12

20 DEPART EXPENDITURES BY BOARD OF COUNTY.

Position	App. Paid in 1914	Salary Authorized for 1915	No. Men Employed 1914
Periodicals and Printing Agent	1,000.00	1,000.00	01
Printing and Reference Agent	1,000.00	1,000.00	01
Printing Assistant	1,000.00	1,000.00	01
Print Assistant Foreman School	1,000.00	1,000.00	01
Total	4,000.00	4,000.00	
Message:			
Director	\$ 1,000.00	\$ 1,000.00	01
Director of Printing	"	1,000.00	01
Collector	1,000.00	1,000.00	01
Secretary	1,000.00	1,000.00	01
Total	\$ 4,000.00	\$ 4,000.00	

12. GENERAL EXPENDITURES

Justice Service:

Periodics General Services	\$ 1,000.00	\$ 1,000.00	01
Periodics Military Property	1,000.00	1,000.00	01
Storage Service	500.00	500.00	01
Right Warrants	1,000.00	1,000.00	01
Right Warrants	1,000.00	1,000.00	01
Justice and Protective	5,000.00	5,000.00	12
Total	\$10,500.00	\$10,500.00	

Maintenance and Repair:

Superintendent of Buildings	\$ 1,000.00	\$ 1,000.00	01
Assistant Superintendent and			
Plumber	1,000.00	1,000.00	01
Carpenter	1,000.00	1,000.00	01
Plumber	1,000.00	1,000.00	01
Assistant Plumber (Part Time)	500.00	500.00	01
Plumber	1,000.00	1,000.00	01
Total	\$ 6,500.00	\$ 6,500.00	

Heat, Light and Power:

Labour for Printing Bibles and			
English Christian Labor	\$ 1,000.00	\$ 1,000.00	01

Grants:

Superintendent of Grants	\$ 1,000.00	\$ 1,000.00	01
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*This provides \$1,000.00 for this salary but not used for 1914-15.

*The amount reported for justice service has not been increased although new buildings have been constructed during the past Session.

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Position	Salary Paid in 1952-53	Salary Recommended for 1953-54 Annual Budget	No. of Positions Authorized
Engineering Maintenance:			
Carpenter Engineer (22 Months)	\$ 4,000.00	\$ 4,000.00	22
Electrical Supervisor (22 Months)			
Monthly	75.00		
Master Electrician	1,200.00	1,200.00	12
Master Electrician	1,000.00	1,000.00	12
Total	\$ 6,950.00	\$ 6,200.00	

2. GENERAL APPROPRIATION

Category	Salary Paid in 1952-53	Recommended Salary for 1953-54 Annual Budget
Printing University Catalog, Yearbook, Manual of Classes, University Publications, etc.	\$ 4,000.00	\$ 4,000.00
Telephone, All Departments	2,000.00	2,000.00
Travel Expense, Travel and Meals of Departments	4,000.00	4,000.00
Travel Expense, Lodging and Meals	3,000.00	3,000.00
Total	\$ 13,000.00	\$ 13,000.00
President's Office:		
President's Office	\$ 2,000.00	\$ 2,000.00
Business Office:		
Business Manager's Office	\$ 4,275.00	\$ 4,275.00
Room of Students:		
Room of Students Office	\$ 750.00	\$ 750.00
Plant and Grounds	\$ 500.00	\$ 500.00
Department of Extension and Training	\$ 750.00	\$ 750.00
Registrar's Office:		
Registrar's Office	\$ 3,000.00	\$ 3,000.00
Contingent Expenses		2,000.00
(This item to paid by Student Fee collected from students)		
Public Department:		
Printing	\$ 500.00	\$ 500.00
Library:		
Library	\$ 4,000.00	

Other department included from budget year by student fee.

II. EXPENSES INSTRUCTION

Category	1932-1933	Recommended Amount for 1933-1934
Graduate School:		
Graduate School	\$ 1,200.00	\$ 1,200.00
College of Agriculture:		
General	\$ 4,200.00	\$ 4,200.00
Incidental Reserve		1,825.00
(Paid from excess in student fees. Does not increase funds requested from State.)		
Agricultural Economics	1,000.00	1,000.00
Agricultural Engineering	1,200.00	1,200.00
Agroonomy	1,200.00	1,200.00
Animal Husbandry and Dairying	4,275.00	4,275.00
Botany and Bacteriology	1,075.00	1,075.00
Entomology and Plant Pathology	2,115.00	2,115.00
Horticulture	3,175.00	3,175.00
Landscape Design	175.00	175.00
Poultry Husbandry	1,125.00	1,125.00
Veterinary Science	325.00	325.00
College of Arts and Sciences:		
General	\$ 850.00	\$ 850.00
Incidental Reserve		4,715.00
(Paid from excess in student fees. Does not increase funds requested from State.)		
Biology and Zoology	1,925.00	1,925.00
English	150.00	150.00
French	50.00	50.00
History and Political Science	100.00	100.00
Mathematics	100.00	100.00
Psychology	400.00	400.00
Physics	1,375.00	1,375.00
Sociology and Social Administration	100.00	100.00
Vocational Guidance	400.00	400.00
College of Commerce and Journalism:		
General	\$ 500.00	\$ 500.00
Economics and Business Administration	624.00	624.00
Journalism	100.00	100.00

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	For 1952-53	Estimated Income for 1952-53
College of Engineering:		
General	\$ 400.00	\$ 400.00
Industrial Science		
(Paid from excess in student fees)		
(Does not increase funds reported)		
Iron Works	50.00	50.00
Civil Engineering	50.00	50.00
Electrical Engineering	1,000.00	1,000.00
Mechanical Engineering	1,000.00	1,000.00
Heating and Air-Conditioning		
School of Architecture:		
Architecture	\$ 50.00	\$ 50.00
College of Law:		
Law	\$ 1,000.00	\$ 1,000.00
College of Pharmacy:		
General	\$ 1,000.00	\$ 1,000.00
Industrial Science		
(Paid from excess in student fees)		
(Does not increase funds reported)		
Iron Works	14,000.00	14,000.00
Chemistry	1,000.00	1,000.00
Agricultural Chemistry	500.00	500.00
Chemical Engineering	750.00	750.00
Pharmacology and Pharmaceutical	1,000.00	1,000.00
Pharmacy		
College of Education:		
General	\$ 500.00	\$ 500.00
Industrial Science		
(Paid from excess in student fees)		
(Does not increase funds reported)		
Iron Works	50.00	50.00
Agricultural Education	50.00	50.00
Public Department:		
Public Health, Bureau of Statistics	\$ 1,000.00	\$ 1,000.00
etc.		
Library Department:		
Library	\$ 500.00	\$ 500.00
Department of State:		
Faculty of Ocean, Coastal, and Estuarine Science, etc.	\$ 1,000.00	\$ 1,000.00

106 BUDGET RECOMMENDED BY BOARD OF CONTROL

	Paid in 1922-23	Recommended Amount for 1923-24
Library		
Summer Session		
Summer School	\$ 2,000.00	\$ 2,000.00
Incidental Expenses		2,475.00
(Paid from additional student fees for laboratory supplies and chemi- cals. Does not increase funds re- quested from State.)		

IV. EXTENSION

General	\$ 22,900.00	\$ 22,900.00
Inter-American Affairs	250.00	250.00
Rails	14,000.00	14,000.00

V. LIBRARY AND MUSEUM

Library	\$ 12,913.00	\$ 12,913.00
Museum	2,875.00	2,875.00

VI. GENERAL SUPERVISION

Janitor Service	\$ 1,500.00	\$ 1,500.00
Maintenance and Upkeep of Buildings	6,500.00	6,500.00
Electrical Maintenance	2,400.00	2,400.00
Heat, Light, Power and Water	12,000.00	12,000.00
Grants	1,600.00	1,600.00

AGRICULTURAL EXPERIMENT STATION

Expenses
Per Year

State Appropriation	\$24,200.00
Admission and Hatch Funds	20,000.00
Station Incidental (estimated)	2,000.00
Overhead Controlling Appropriation	2,000.00
Total	\$78,200.00
Total Recommended for Disburse	\$74,000.00

Liabilities
Per Year

For Salaries	\$26,720.00
For Equipment and Operating Expenses	19,110.00
For Grange Post Investigations Transferred from State Plant Board Budget	4,000.00

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For Expenses Incurred Transferred from State Plant Board

Budget	\$1,000.00
Total	\$1,000.00
Total Recommended for Approval	\$1,000.00

AGRICULTURAL EXPERIMENT STATION

Position	Appropriation to 10/1/33	Appropriation to 10/1/34	No. Man Months Required
General and Administrative:			
Director	\$ 2,000.00	\$ 2,000.00	12
Assistant Director Research	4,000.00	4,000.00	12
Assistant Director Administration			
Title	2,000.00	2,000.00	12
Administrative Manager	2,000.00	2,000.00	12
Business Manager	2,000.00	2,000.00	12
Assistant	2,000.00	2,000.00	12
Assistant to Director	2,000.00	2,000.00	12
stenographer, Director	2,000.00	2,000.00	12
stenographer, General Office	2,000.00	2,000.00	12
File Clerk	2,000.00	2,000.00	12
Janitor, Experiment Station			
Building (10/1)	2,000.00	2,000.00	12
Janitor, Horticultural Building			
(10/1)	2,000.00	2,000.00	12
Night Watchman			
" "			
Total	\$17,000.00	\$17,000.00	

Editorial and Printing:

Editor	\$ 2,000.00	2,000.00	12
Assistant Editor	2,000.00	2,000.00	12
Printing Clerk	2,000.00	2,000.00	12
Assistant Printing Clerk	2,000.00	2,000.00	12
Total	\$ 8,000.00	\$ 8,000.00	

Note: Amounts recommended in column 1 are for the year ending 10/1/34. Amounts in column 2 are for the year ending 10/1/33. The difference between the two columns represents the amount transferred from the State Plant Board to the Agricultural Experiment Station for the year ending 10/1/34.

1/1/34 and 10/1/34 are the dates of the Agricultural Experiment Station Operating Report.

BUDGET RECOMMENDED BY BOARD OF CONTROL

Division	Actual 1931	Recommended Budget for 1932	Per Cent Change
Agencies:			
Agencies and Head of Department	\$ 4,000.00	\$ 4,000.00	100
Agencies	2,000.00	2,000.00	100
Associate Agencies Cooperative Experimental Work	2,000.00	2,000.00	100
Associate Agencies Cooperating with United States Department of Agriculture	500.00	500.00	100
Assistant Agencies	2,000.00	2,000.00	100
Micrographer	2,000.00	2,000.00	100
Four Percent (4%) Cont.			
Total	\$10,000.00	\$10,000.00	
Actual Stations:			
Actual Stations and Head of Department	\$ 2,000.00	\$ 2,000.00	100
Stations in Every Station	2,000.00	2,000.00	100
Assistant Stationers	2,000.00	2,000.00	100
Assistant Actual Stationers	2,000.00	2,000.00	100
Assistant Duty Investigators	2,000.00	2,000.00	100
Micrographer			
Station Assistant in Every Four Percent (4%) Cont.	2,000.00	2,000.00	100
Total	\$10,000.00	\$10,000.00	
Chemistry and Tests:			
Chemist and Head of Department	\$ 4,000.00	\$ 4,000.00	100
Chemist	2,000.00	2,000.00	100
Chemist, Tests	2,000.00	2,000.00	100
Assistant Chemist	2,000.00	2,000.00	100
Assistant Chemist	2,000.00	2,000.00	100
Assistant Chemist	2,000.00	2,000.00	100
Assistant Chemist	2,000.00	2,000.00	100
Micrographer			
Total	\$10,000.00	\$10,000.00	

* Figures before March 1, 1932.
 * Estimated from existing records.
 ** Actual laboratory equipment is made from the U. S. Food Service and other items to be available for the same.

100 BUDGET SUBMITTED BY BOARD OF CONTROL

	Budget 1934-35	Actual 1933-34	% of Actual
Police			
Associate Fleet Photographer John Thomas	1,000.00	1,000.00	100
Associate Fleet Photographer Tommy Lloyd Thomas	1,000.00	1,000.00	100
Associate Fleet Photographer, Even and Occasional Em- ploye	1,000.00	1,000.00	100
Associate Fleet Photographer, Class Thomas	1,000.00	1,000.00	100
Photographer	1,000.00	1,000.00	100
Assistant Fleet Photographer Thomas Thomas	1,111.00	1,111.00	100
Assistant Fleet Photographer Thomas Thomas	1,200.00	1,200.00	100
Assistant Fleet Photographer Department Thomas	1,000.00	1,000.00	100
Photographer	1,000.00	1,000.00	100
Total	\$10,700.00	\$10,700.00	
Board Clerk			
Fleet Photographer	\$ 1,000.00	\$ 1,000.00	100
Associate Photographer	1,000.00	1,000.00	100
Total	\$ 2,000.00	\$ 2,000.00	
Library			
Librarian	\$ 1,000.00	\$ 1,000.00	100
Cataloger	1,000.00	1,000.00	100
Total	\$ 2,000.00	\$ 2,000.00	
Chief Experimental Station			
Superintendent	\$ 1,000.00	\$ 1,000.00	100
Inspector Chief	1,000.00	1,000.00	100
Total	\$ 2,000.00	\$ 2,000.00	
Everglades Experiment Station			
Auto Operated in Charge	\$ 1,000.00	\$ 1,000.00	100
Inspector	1,000.00	1,000.00	100
Inspector	1,000.00	1,000.00	100
Agreement	1,000.00	1,000.00	100
Assistant Fleet Photographer	1,000.00	1,000.00	100
Assistant Chief, Auto	1,000.00	1,000.00	100

Function	Actual Paid in 1933	Actual Approved for Budgeting 1933-1934	No. of Men Employed (Actual)
Assistant Animal Husbandman	1,000.00	1,000.00	12
Office Assistant	1,000.00	1,000.00	12
Wagonmaster	1,000.00	1,000.00	12
Total	3,000.00	3,000.00	
North Florida Experiment Station:			
Plant Pathologist in Charge	\$ 2,000.00	\$ 2,000.00	12
Assistant Agricultural Officer	1,000.00	1,000.00	12
Assistant in Plant Dept.	1,000.00	1,000.00	12
Assistant Plant Pathologist	1,000.00	1,000.00	12
Assistant Agronomist	1,000.00	1,000.00	12
Farm Superintendent	1,000.00	1,000.00	12
Total	6,000.00	6,000.00	
Sub-Tropical Experiment Station:			
Herbarist in Charge	\$ 1,000.00	\$ 1,000.00	12
Assistant Herbarist	1,000.00	1,000.00	12
Total	2,000.00	2,000.00	

AGRICULTURAL EXPERIMENT STATION

Class	Actual Paid in 1933	Estimated Amount for Budgeting 1933-1934
General and Administrative	\$ 22,000.00	\$ 22,000.00
Material and Material	900.00	900.00
Salaries	1,000.00	1,000.00
General Expenses	21,000.00	21,000.00
Printing and Post	1,000.00	1,000.00
Traveling	1,000.00	1,000.00
Telephone	11,000.00	11,000.00
Printing Research	4,000.00	4,000.00
Plant Pathology	\$ 11,000.00	\$ 11,000.00
Orange Pest Investigation	1,000.00	1,000.00

* Approved by Senate per Senate on April 1, 1933 from S. B. 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

122 **BUDGET SUBMITTED BY BOARD OF CONTROL**

Category	FY 1942-43	Revised and Available for FY 1943-44
Library	\$ 1,000.00	\$ 1,000.00
Major Case	1,700.00	1,700.00
New York, Personal Equipment	500.00	500.00
Ohio Experimental Station	1,000.00	1,000.00
Virginia Experimental Station	5,000.00	5,000.00
North Florida Experimental Station	11,000.00	11,000.00
Sub-Tropical Experimental Station	4,000.00	4,000.00
Total	\$24,200.00	\$24,200.00

AGRICULTURAL EXTENSION SERVICE

Money Taken for Federal Funds:

Federal Smith-Lever	\$ 5,000.00	\$ 5,000.00
To Federal Agricultural Extension Work	17,000.00	17,000.00
To Federal Agricultural Work for:		
Tobacco	1,000.00	1,000.00
Vegetables and Fruit Growers' Work	1,000.00	1,000.00
Boys' and Girls Work Course	500.00	500.00
Florida National Egg Laying Contest	1,000.00	1,000.00
Total	\$ 26,500.00	\$ 26,500.00

BUDGET RECOMMENDED

BY

BOARD OF CONTROL

FOR

**FLORIDA STATE COLLEGE
FOR WOMEN**



For Biennium 1933-1935

Budget Recommended by Board of Control for Florida State College for Women For Biennium 1933-1935

RESOURCES

Per Year

State Appropriation	\$ 400,000.00
Wadsworth Estate Fund	1,500.00
Seminary Interest Fund	1,100.00
Chair of Americanism and Southern History	2,500.00
Faith-Hughes Fund	1,500.00
Incidental Fund	41,500.00
<hr/>	
Total	\$ 452,100.00
Total Recommended for Biennium	\$1,100,400.00

LIABILITIES

Per Year

For Salaries	\$ 407,500.00
For Equipment and Operating Expenses	85,727.00
<hr/>	
Total	\$ 493,227.00
Total Recommended for Biennium	\$1,100,450.00

Position	Salary Paid in 1932-1933	Salary Recommended Available for Biennium 1933-1935	No. Men Employed Annually
Executive:			
President	\$ 7,450.00	\$ 7,450.00	11
Business Manager	4,500.00	4,500.00	11
Dean of Students	4,100.00	4,100.00	11
Director of Personnel	3,450.00	3,450.00	11
<hr/>			
Totals	\$25,500.00	\$25,500.00	
Acad.			
Associate Professor	\$ 2,500.00	\$ 2,500.00	9
Assistant Professor	1,800.00	1,800.00	9
Instructor	1,700.00	1,700.00	9
Instructor	1,000.00	1,000.00	9
<hr/>			
Totals	\$ 6,000.00	\$ 6,000.00	

FLORIDA STATE COLLEGE FOR WOMEN

115

Position	Salary Paid in 1942-43	Salary Recommended for 1943-44	% of Max. Authorized
Math and Religious Education:			
Professor and Vice President (Was Professor, History)	\$ 4,750.00	\$ 4,750.00	0
Bacteriology and Botany:			
Professor	\$ 4,275.00	\$ 4,275.00	0
Professor	3,900.00	3,900.00	0
Instructor	3,900.00	3,900.00	0
Instructor	3,900.00	3,900.00	0
Medical Assistant	900.00	900.00	0
Totals	\$12,425.00	\$12,425.00	
Chemistry:			
Professor	\$ 3,900.00	\$ 3,900.00	0
Professor	3,200.00	3,200.00	0
Instructor	3,900.00	3,900.00	0
Instructor	3,700.00	3,700.00	0
Medical Assistant	200.00	200.00	0
Graduate Medical Assistant	200.00	200.00	0
Totals	\$15,100.00	\$15,100.00	
Chemistry and General Education:			
Professor	\$ 4,275.00	\$ 4,275.00	0
Associate Professor	3,900.00	3,900.00	0
Assistant Professor	3,200.00	3,200.00	0
Totals	\$ 11,375.00	\$ 11,375.00	
Business and Commerce:			
Professor	\$ 3,200.00	\$ 3,200.00	0
Assistant Professor	2,200.00	2,200.00	0
Assistant Professor	2,200.00	2,200.00	0
Instructor	1,500.00	1,500.00	0
Medical Assistant	900.00	900.00	0
Totals	\$ 10,000.00	\$ 10,000.00	
Education:			
Professor and Dean of Women	\$ 4,750.00	\$ 4,750.00	0
Professor	3,900.00	3,900.00	0
Professor	3,900.00	3,900.00	0
Professor	3,900.00	3,900.00	0
Associate Professor	2,900.00	2,900.00	0

	Salary Paid in 1912-13	Salary Authorized for 1913-14	Rate per Month
Public			
Assistant Professor	2,000.00	2,000.00	166.67
Assistant Professor	1,800.00	1,800.00	150.00
Instructor	1,000.00	1,000.00	83.33
Instructor	1,000.00	1,000.00	83.33
Student Assistant	100.00	100.00	8.33
Total	\$7,800.00	\$7,800.00	
Training School			
Superintendent	\$ 2,000.00	\$ 2,000.00	166.67
Primary	2,000.00	2,000.00	166.67
Elementary	1,800.00	1,800.00	150.00
Primary	1,800.00	1,800.00	150.00
Primary	1,800.00	1,800.00	150.00
Intermediate	1,800.00	1,800.00	150.00
Intermediate	1,800.00	1,800.00	150.00
Intermediate	1,800.00	1,800.00	150.00
High School Instructor	1,800.00	1,800.00	150.00
High School Instructor	1,800.00	1,800.00	150.00
High School Instructor	1,800.00	1,800.00	150.00
High School Instructor	1,800.00	1,800.00	150.00
High School Instructor	1,800.00	1,800.00	150.00
High School Instructor	1,800.00	1,800.00	150.00
Total	\$24,000.00	\$24,000.00	
English			
Professor and Dean, C. & G.	\$ 4,000.00	\$ 4,000.00	333.33
Professor	3,000.00	3,000.00	250.00
Professor	2,000.00	2,000.00	166.67
Professor	2,000.00	2,000.00	166.67
Assistant Professor	2,000.00	2,000.00	166.67
Assistant Professor	2,000.00	2,000.00	166.67
Assistant Professor	2,000.00	2,000.00	166.67
Assistant Professor	2,000.00	2,000.00	166.67
Instructor	1,000.00	1,000.00	83.33
Instructor	1,000.00	1,000.00	83.33
Instructor	1,000.00	1,000.00	83.33
Assistant Instructor	1,000.00	1,000.00	83.33
Total	\$22,000.00	\$22,000.00	
Spoken English (Spanish)			
Assistant Professor	\$ 2,000.00	\$ 2,000.00	166.67
Assistant Professor	1,000.00	1,000.00	83.33

Position	Salary, Per Year, 1935	Salary Recommended for 1936		Fringe Benefits
		Minimum	Maximum	
Assistant Professor	2,000.00	2,000.00		0
Associate	2,500.00	2,500.00		0
Instructor	1,500.00	1,500.00		0
Total	\$6,000.00	\$6,000.00		
History and Geography:				
Professor (Transferred to History and Religious Education)				
Professor	\$ 3,500.00	\$ 3,500.00		0
Professor	2,500.00	2,500.00		0
Assistant Professor	2,000.00	2,000.00		0
Assistant Professor	2,000.00	2,000.00		0
Assistant Professor	2,000.00	2,000.00		0
Instructor	1,500.00	1,500.00		0
Instructor	1,500.00	1,500.00		0
Instructor	1,500.00	1,500.00		0
Medical Assistant	250.00	250.00		0
Total	\$17,000.00	\$17,000.00		
Home Economics:				
Professor and Head of Home Economics				
Professor	\$ 4,000.00	\$ 4,000.00		0
Professor	4,250.00	4,250.00		15
Associate Professor	2,500.00	2,500.00		0
Associate Professor	2,500.00	2,500.00		0
Associate Professor				
(Part Time)	500.00	500.00		0
Assistant Professor	2,000.00	2,000.00		0
Assistant Professor	2,000.00	2,000.00		0
Instructor	1,500.00	1,500.00		0
Instructor	1,500.00	1,500.00		0
Medical Assistant Research Laboratory	1,000.00	1,000.00		15
Medical Assistant Training School	500.00	500.00		0
Medical Assistant	500.00	500.00		0
Total	\$25,750.00	\$25,750.00		
Industrial Arts:				
Assistant Professor	\$ 2,000.00	\$ 2,000.00		0
Instructor	1,500.00	1,500.00		0
Instructor	1,500.00	1,500.00		0

100 BUDGET RECOMMENDED BY BOARD OF CONTROL

Salaries	Salary Paid in 1933 (est.)	Salary Recommended for 1934 (est.)	No. Men Employed Indefinitely
Instruction	1,000.00	1,000.00	0
Master Architects	25.00	25.00	0
Total	\$ 1,025.00	\$ 1,025.00	
Library			
Librarian	\$ 1,000.00	\$ 1,000.00	11
Reference Librarian	1,000.00	1,000.00	11
Cataloguer	1,000.00	1,000.00	11
Assistant Librarian	1,000.00	1,000.00	11
Assistant Librarian	1,000.00	1,000.00	11
Assistant Librarian	1,000.00	1,000.00	11
Assistant Librarian	1,000.00	1,000.00	11
Assistant Librarian	1,000.00	1,000.00	11
Assistant Librarian	1,000.00	1,000.00	11
Assistant Librarian	1,000.00	1,000.00	11
Master Assistant and Shop Night Work	400.00	400.00	11
Master Assistant Training School	500.00	500.00	0
Total	\$3,100.00	\$3,100.00	
Library Assistants			
Assistant Professor	\$ 1,000.00	\$ 1,000.00	11
Instructor	1,000.00		
Total	\$ 2,000.00	\$ 1,000.00	
Mathematics			
Professor	\$ 1,000.00	\$ 1,000.00	1
Assistant Professor	1,000.00	1,000.00	1
Total	\$ 2,000.00	\$ 2,000.00	
Modern Languages			
Professor	\$ 1,000.00	\$ 1,000.00	1
Associate Professor	1,000.00	1,000.00	1
Associate Professor	1,000.00	1,000.00	1
Associate Professor	1,000.00	1,000.00	1
Assistant Professor	1,000.00	1,000.00	1
Assistant Professor	1,000.00	1,000.00	1
Instructor	1,000.00	1,000.00	1
Instructor	1,000.00	1,000.00	1
Instructor	1,000.00	1,000.00	1
Master Assistant	50.00	50.00	1
Total	\$11,000.00	\$11,000.00	

Position	Base Pay \$ 1943-44	Base Pay \$ 1944-45	Number of Positions
Faculty:			
Professor and Dean of Women	\$ 4,750.00	\$ 4,750.00	1
Associate Professor	2,800.00	2,800.00	1
Associate Professor	2,800.00	2,800.00	1
Assistant Professor	2,200.00	2,200.00	1
Assistant Professor	2,200.00	2,200.00	1
Assistant Professor	2,200.00	2,200.00	1
Instructor	1,800.00	1,800.00	1
Assistant Professor	2,200.00	2,200.00	1
Assistant Professor	2,200.00	2,200.00	1
Instructor	1,800.00	1,800.00	1
Instructor	1,800.00	1,800.00	1
Instructor	1,800.00	1,800.00	1
Instructor	1,800.00	1,800.00	1
Instructor	1,800.00	1,800.00	1
Instructor	1,800.00	1,800.00	1
Medical Assistants	200.00	200.00	1
Total	\$12,350.00	\$12,350.00	
Principal:			
Professor	\$ 2,200.00	\$ 2,200.00	1
Physical Education:			
Professor, Hygiene	\$ 2,200.00	\$ 2,200.00	1
Instructor	2,200.00	2,200.00	1
Instructor, Training School	2,200.00	2,200.00	1
Instructor	1,800.00	1,800.00	1
Instructor	1,800.00	1,800.00	1
Assistant Instructor	1,800.00	1,800.00	1
Instructor	1,800.00	1,800.00	1
Instructor	1,800.00	1,800.00	1
Assistant Instructor	800.00	800.00	1
Medical Assistants	200.00	200.00	1
Medical Assistants, Hygiene	200.00	200.00	1
Total	\$12,000.00	\$12,000.00	
Physic:			
Professor	\$ 2,200.00	\$ 2,200.00	1
Instructor	1,800.00	1,800.00	1
Medical Assistants	200.00	200.00	1
Total	\$ 4,200.00	\$ 4,200.00	

128 STATE DEPARTMENT OF HEALTH OF CALIFORNIA

Position	Salary Paid in 1934	Salary Authorized in 1935	Number of Positions
Public Health Service			
Professor	\$ 5,000.00	\$ 5,000.00	1
Psychology			
Professor	\$ 4,000.00	\$ 4,000.00	1
Associate Professor	3,000.00	3,000.00	1
Assistant Professor	2,000.00	2,000.00	1
Assistant Professor	2,000.00	2,000.00	1
Assistant Professor	2,000.00	2,000.00	1
Visiting Assistant	500.00	500.00	1
Total	\$ 14,500.00	\$ 14,500.00	
Sociology			
Professor	\$ 4,000.00	\$ 4,000.00	1
Associate Professor	3,000.00	3,000.00	1
Assistant Professor	2,000.00	2,000.00	1
Total	\$ 9,000.00	\$ 9,000.00	
Ecology			
Professor	\$ 4,000.00	\$ 4,000.00	1
Associate Professor	3,000.00	3,000.00	1
Assistant Professor	2,000.00	2,000.00	1
Visiting Assistant	500.00	500.00	1
Total	\$ 9,500.00	\$ 9,500.00	
Visiting Assistant—All Depart- ments	\$ 1,000.00	\$ 1,000.00	1
Library	\$ 4,500.00	4	
ADMINISTRATIVE PERSONNEL			
President's Office			
Secretary to President	\$ 2,000.00	\$ 2,000.00	11
Visiting Assistant	500.00	500.00	11
Total	\$ 2,500.00	\$ 2,500.00	
Register's Office			
Register	\$ 2,000.00	\$ 2,000.00	11
Secretary to Register	1,500.00	1,500.00	11
Clerk	1,500.00	1,500.00	11
Clerk	1,500.00	1,500.00	11

*See Report to State Proc.

Position	Salary Paid in 1932-33	Salary Recommended for Budget for 1933-34	No. of Positions
Faculty:			
Biographer	1,000.00	1,000.00	01
Student Activities	500.00	500.00	01
Total	\$15,000.00	\$15,000.00	
Trust Office:			
Secretary Trust's Office (1000 office)	\$ 1,000.00	\$ 1,000.00	01
Secretary, Trust (2000 office)	1,000.00	1,000.00	01
Assistant Director of Trusts	1,500.00	1,500.00	01
Student Activities, Personnel Office	500.00	500.00	01
Biographer, Physical Education	200.00	200.00	01
Biographer, Dramatization School	200.00	200.00	01
Total	\$ 5,400.00	\$ 5,400.00	
Home Demonstrating Extension Work:			
Extension Specialist	\$ 2,000.00	\$ 2,000.00	01
Stating Clerk	1,000.00	1,000.00	01
Total	\$ 3,000.00	\$ 3,000.00	
Business Office:			
Secretary to Business Manager	\$ 2,000.00	\$ 2,000.00	01
Chief Clerk	1,000.00	1,000.00	01
Auditor	1,000.00	1,000.00	01
Bookkeeper	1,000.00	1,000.00	01
Cashier	1,500.00	1,500.00	01
Treasurer Clerk	1,000.00	1,000.00	01
Student Activities	500.00	500.00	01
Total	\$12,000.00	\$12,000.00	
Mechanics and Typing:			
Chief Engineer	\$ 2,000.00	\$ 2,000.00	01
General Mechanic	2,000.00	2,000.00	01
Head Carpenter	2,000.00	2,000.00	01
Chief Electrician	2,000.00	2,000.00	01
Heating and Plumbing Engineer	2,000.00	2,000.00	01
Printer (Part Salary)	500.00	500.00	01

Position	Salary Paid in 1962 (1961)	Salary Recommended for 1963 (1962)	No. of Employees
Head Gardens	1,200.00	1,200.00	12
Relief, Head Gardens	500.00	500.00	12
Relief and Assistant Garden er (Part Salary)	1,000.00	1,000.00	12
Flower's Relief	700.00	700.00	12
Head Justice	810.00	810.00	12
Assistant Gardens	500.00	500.00	12
Tight Workman	1,000.00	1,000.00	12
Tight Workman (Part Salary)	500.00	500.00	12
12 Justice	4,200.00	4,200.00	12
Track Relief	810.00	810.00	12
2 Reliefs on Track	1,100.00	1,100.00	12
Flower at Post	500.00	500.00	12
Laborer on Campus	1,000.00	1,000.00	12
Laborer and General Relief	2,217.00	2,200.00	12
Total	\$42,077.00	\$42,077.00	
Total Amount for Regular Term Salaries	\$42,077.00	\$42,077.00	

SALARIES OTHER THAN SALARIES

Act:			
Assistant Professor	\$ 275.00	\$ 275.00	2
Instructor	250.00	250.00	2
Instructor, Instructional Act	250.00	250.00	2
Relief:			
Professor	\$ 600.00	\$ 600.00	2
Professor of Mathematics	600.00	600.00	2
Chemistry:			
Professor	\$ 600.00	\$ 600.00	2
Instructor	175.00	175.00	2
Graduate Ass. Chemistry	50.00	50.00	2
Physics:			
Professor	\$ 600.00	\$ 600.00	2
Education:			
Assistant Professor	\$ 450.00	\$ 450.00	2
Education:			
Dean and Professor	\$ 600.00	\$ 600.00	2
Professor	600.00	600.00	2
Professor	600.00	600.00	2

	Salary	Salary	Pay
	Per Annum	Per Annum	Per Month
Political Science			
Professor	\$6,000	\$6,000	500
Asst. Professor	4,000	4,000	333
Assistant Professor	3,000	3,000	250
Instructor	2,000	2,000	167
Instructor	2,000	2,000	167
Instructor, Training School	2,000	2,000	167
Instructor, Training School	2,000	2,000	167
Instructor, Training School	2,000	2,000	167
Instructor, Training School	2,000	2,000	167
Instructor, Training School	2,000	2,000	167
Psychology			
Dean and Professor	\$6,000	\$6,000	500
Professor	4,000	4,000	333
Professor	3,000	3,000	250
Assistant Professor	2,000	2,000	167
Instructor	2,000	2,000	167
Associate Professor (Special)	3,000	3,000	250
Instructor	2,000	2,000	167
Instructor, Special	2,000	2,000	167
French and Spanish			
Associate Professor	\$4,000	\$4,000	333
Asst. Professor (French)	3,000	3,000	250
Instructor	2,000	2,000	167
Instructor	2,000	2,000	167
History and Geography			
Professor	\$6,000	\$6,000	500
Professor	4,000	4,000	333
Associate Professor, Geography	3,000	3,000	250
Instructor	2,000	2,000	167
Home Economics			
Dean and Professor	\$6,000	\$6,000	500
Associate Professor Textile and Clothing	4,000	4,000	333
Assistant Professor Home Economics	3,000	3,000	250
Instructor	2,000	2,000	167
Associate Professor Home Economics	3,000	3,000	250
Mathematics			
Professor	\$6,000	\$6,000	500

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Position	Salary, Fall 1917-1918	Salary Estimated for Autumn 1918	No. Now Employed
Library (State):			
Librarian		\$ 2000	1
Music:			
Dean and Professor	\$ 4000	\$ 4000	1
Associate Professor, Theory	2000	2000	1
Assistant Professor, Voice and Instructor of Chorus	2000	2000	1
Assistant Professor, Piano			
School Music	2000	2000	1
Physical Education:			
Director	\$ 2000	\$ 2000	1
Assistant Instructor	1000	1000	1
Student Assistant, Prep. Athl. Student in Charge, Swimming and Life Saving	500	500	1
Student Athl. (Monitor)	500	500	1
Physics:			
Assistant in Physics	\$ 2000	\$ 2000	1
Psychology:			
Professor	\$ 3000	\$ 3000	1
Associate Professor	2000	2000	1
Assistant Professor	2000	2000	1
Zoology:			
Professor	\$ 3000	\$ 3000	1
Associate Professor	2000	2000	1
Ecology:			
Professor	\$ 3000	\$ 3000	1
Anthropology:			
Director, Religious and Social Activities	\$ 2000	\$ 2000	1
Student Assistant, Art, Demo- stration School	500	500	1
Student Assistant, Take Care of Equipment	500	500	1
Student Assistant, House En- gineer	500	500	1
Student Assistant	2000	2000	1
Tuition for Summer School Students	\$24,000.00	\$24,000.00	
Total Amount for All Salaries	\$60,000.00	\$60,000.00	

**OPERATING EXPENSE, EQUIPMENT, SUPPLIES AND
MISCELLANEOUS REPAIRS**

	Amount for 1957-58	Amount for 1958-59
President's Office:		
Postage, Supplies and Stationery	\$ 80.00	\$ 100.00
Traveling Expenses, President and Others	1,400.00	1,400.00
Total	\$ 1,480.00	\$ 1,500.00
Registrar's Office:		
Postage, Supplies and Printing	\$ 1,200.00	\$ 1,200.00
Printing Freshman Course Books		40.00
Travelers' Check Books		10.00
Total	\$ 1,240.00	\$ 1,250.00
Dean of Students:		
Postage, Supplies and Stationery	\$ 20.00	\$ 25.00
Traveling Expenses	10.00	20.00
Total	\$ 30.00	\$ 45.00
Business Offices:		
Postage, Supplies and Stationery	\$ 60.00	\$ 60.00
Miscellaneous Tools		5.00
Total	\$ 60.00	\$ 65.00
Dean College Arts and Services:		
Postage, Supplies and Stationery	\$ 15.00	\$ 15.00
Traveling Expenses	20.00	20.00
Total	\$ 35.00	\$ 35.00
Business Manager:		
Postage, Supplies and Stationery	\$ 1,000.00	\$ 1,000.00
Dean of Education:		
Post	\$	\$ 15.00
Miscellaneous Supplies (1957)	15.00	
Travel Expenses—Dean, Parents	20.00	20.00
Travel Expenses—Dean	20.00	20.00
Postage, Supplies and Stationery	20.00	20.00
Total	\$ 75.00	\$ 80.00

12) BUDGET RECOMMENDED BY BOARD OF CONTROL.

	Amount for 1932-1933	Amount Recommended Annually for 1932-1933
Art Department:		
Equipment	\$ 275.00	\$ 275.00
Bible and Religious Education:		
Equipment		\$ 25.00
Bacteriology Department:		
Equipment	\$ 400.00	\$ 400.00
Supplies	300.00	300.00
Rotary Equipment	400.00	375.00
Rotary Supplies	300.00	300.00
Totals	\$ 1,400.00	\$ 1,375.00
Chemistry Department:		
Equipment	\$ 1,700.00	\$ 1,500.00
Supplies	2,500.00	2,000.00
Totals	\$ 4,200.00	\$ 3,500.00
Economics and Commerce:		
Equipment	\$ 300.00	\$ 240.00
English Department:		
Equipment—Spoken English	\$ 50.00	\$ 75.00
Supplies—Spoken English	50.00	100.00
Equipment and Supplies—Journalism	200.00	175.00
Supplies and Tools	50.00	65.00
Totals	\$ 350.00	\$ 415.00
Industrial Arts Department:		
Equipment Etc	\$ 300.00	\$ 300.00
Supplies (From Special Fees)	1,500.00	1,500.00
Totals	\$ 1,800.00	\$ 1,800.00
History and Geography Department:		
Equipment	\$ 50.00	\$ 25.00
Supplies for Geography Department	350.00	425.00
Totals	\$ 400.00	\$ 450.00
Home Economics Department:		
Travel Expense—Faculty	\$ 120.00	\$ 80.00
Travel Expense—Deans	170.00	100.00
Travel Expense—Home Demonstration Agents	250.00	250.00
Postage, Supplies and Stationery	300.00	300.00

	Amount by Appropriation	Amount by Appropriation (2011-12)
Natural Science, Laboratory Supplies		
Natural Science, Laboratory Supplies	2000	2000
Laboratory Equipment	2000	2000
Laboratory Supplies (From Special Fund)	1,000	1,000
Laboratory Equipment (Class Management Fees)	2000	2000
Total	\$ 7,000	\$ 7,000
Library Department:		
Books	\$ 11,000	\$ 11,000
Magazines	2,000	2,000
Binding	1,000	1,000
Film for Magazines	200	200
Library of Congress Cards and System and Supplies	200	200
Travel Expense	500	500
Total	\$ 15,900	\$ 15,900
Mathematics Department:		
Equipment	\$ 500	\$ 500
Material for Supplies and Expense:		
Additional for Equipment and Fund Fee	\$ 200	\$ 200
Additional Supplies	200	200
Additional Supply Books	200	200
Electric Material and Supplies	1,000	1,000
Fuel	2,000	2,000
Gas	2,000	2,000
Necessary Clothing, Expense of Books and Enlarges	200	200
Janitor Supplies	1,000	1,000
Light and Power	1,000	1,000
Total	\$ 12,000	\$ 12,000
Laundry, Textile, Handwork, Printing Materials and Typing Supplies		
Household Supplies	1,000	1,000
Paint and Paint Materials	1,000	1,000
Printing and Binding Materials	1,000	1,000
Special Business Supplies	1,000	1,000
Text and Supplies for Campus Typing	200	200

128 BUDGET RECOMMENDED BY BOARD OF CONTROL.

	Amount for 1912-1913	Amount Recommended Annually for Fiscal Year 1913-1914
Energy and Extension of Lights	1,200.00	1,200.00
Water	1,500.00	1,500.00
Total	\$ 2,700.00	\$ 2,700.00
Miscellaneous:		
Additional for Operating	\$ 120.00	\$ 120.00
Bulletins and Advertising—Summer		
School	200.00	200.00
Catalogues and Regular Bulletins	1,000.00	1,000.00
Commencement Expense	1,500.00	1,500.00
Miscellaneous Advertising and Special		
Bulletins	500.00	500.00
Multigraph Work—All Departments	1,000.00	1,000.00
Telegrams	275.00	275.00
Telephones	800.00	800.00
Travel Expense—All Departments	800.00	800.00
Total	\$ 4,575.00	\$ 4,575.00
Modern Language Department:		
Equipment	\$ 25.00	\$ 25.00
Music Department:		
Travel Expense	\$ 75.00	\$ 75.00
Tuning and Repairing Pianos	1,000.00	1,000.00
Tuning and Repairing Organs	250.00	250.00
Postage, Supplies and Stationery	75.00	75.00
Equipment, Pianos and Supplies	300.00	250.00
Total	\$ 1,600.00	\$ 1,600.00
Philosophy Department:		
Supplies		\$ 20.00
Physical Education Department:		
Office Supplies	\$ 50.00	\$ 50.00
Equipment	75.00	75.00
Total	\$ 125.00	\$ 125.00
Physics Department:		
Equipment	\$ 1,150.00	\$ 1,150.00
Physics Supplies	250.00	250.00
Total	\$ 1,400.00	\$ 1,400.00

PLANNING STATE COLLEGE FIVE YEARS

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	Amount for 1951-52	Amount for 1952-53
Psychology Department:		
Equipment	\$ 200.00	\$ 200.00
Supplies	50.00	50.00
Total	\$ 250.00	\$ 250.00
Sociology Department:		
Supplies	\$ 50.00	\$ 50.00
State Purchasing Department:		
Annual Charge (Flow)		\$ 1,200.00
Training School:		
Equipment—Educational and High		
School	\$ 20.00	\$ 20.00
Equipment—Primary	50.00	50.00
Equipment—Kindergarten	50.00	50.00
Equipment—State Courses	20.00	20.00
Library Books	20.00	20.00
Total	\$ 100.00	\$ 100.00
Science Department:		
Equipment	\$ 200.00	\$ 200.00
Supplies	50.00	50.00
Photography Equipment	50.00	50.00
Total	\$ 400.00	\$ 400.00
State Developmental Education Division:		
Supplies	\$ 50.00	\$ 50.00
Travel Expense—Daily and Incident		
Agent	1,200.00	1,200.00
Police Fee	1,200.00	1,200.00
Police's Incident Fee	1,200.00	1,200.00
State Course Club Club	50.00	50.00
Total	\$ 4,050.00	\$ 4,050.00
Total for Equipment and Operating	\$ 65,850.00	\$ 65,727.00
Grand Total Annually for Salaries and Equipment and Operating		
	\$26,475.00	\$26,220.00

DEFERRED AMOUNTS

Education Building (to be added)	\$ 75,000.00
New Dormitory	200,000.00
Addition to the Dormitory	50,000.00
Total	\$325,000.00

BUDGET RECOMMENDED

BY

BOARD OF CONTROL,

FOR

**FLORIDA SCHOOL FOR THE
DEAF AND THE BLIND**

For Biennium 1933-1935

Budget Recommended by Board of Control for Florida School for the Deaf and the Blind During Biennium 1933-1935

Expenses

Per Year

State Appropriation	\$144,000.00
Total	\$144,000.00
Total Recommended for Biennium	\$288,000.00

Liabilities

Per Year

For Salaries	\$ 72,875.00
For Equipment and Operating Expenses	82,127.00
Total	\$144,002.00
Total Recommended for Biennium	\$288,004.00

Position	Salary Paid in 1932-1933	Salary Recommended Annually for Biennium 1933-1935	No. Men Employed Annually
President	\$ 4,000.00	\$ 4,000.00	12
Secretary & Matron	2,000.00	2,000.00	12
Office Assistant	500.00	500.00	36
Supervising Teacher	2,400.00	2,400.00	8
Teacher—Deaf	1,800.00	1,800.00	8
Teacher—Deaf	1,400.00	1,400.00	8
Teacher—Deaf	1,500.00	1,500.00	8
Teacher & Athletic Coach—Deaf Dept.	1,500.00	1,500.00	8
Teacher—Deaf	1,200.00	1,200.00	8
Teacher—Deaf	1,200.00	1,200.00	8
Teacher—Deaf	1,400.00	1,400.00	8
Teacher—Deaf	1,400.00	1,400.00	8
Teacher—Deaf	1,200.00	1,200.00	8
Teacher—Deaf	1,000.00	1,000.00	8

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1900	10	15	20	25	30	35	40	45	50	55	60	65	450
1901	12	18	22	28	32	38	42	48	52	58	62	68	480
1902	11	16	21	26	31	36	41	46	51	56	61	66	460
1903	13	19	23	29	33	39	43	49	53	59	63	69	490
1904	14	20	24	30	34	40	44	50	54	60	64	70	500
1905	15	21	25	31	35	41	45	51	55	61	65	71	510
1906	16	22	26	32	36	42	46	52	56	62	66	72	520
1907	17	23	27	33	37	43	47	53	57	63	67	73	530
1908	18	24	28	34	38	44	48	54	58	64	68	74	540
1909	19	25	29	35	39	45	49	55	59	65	69	75	550
1910	20	26	30	36	40	46	50	56	60	66	70	76	560
1911	21	27	31	37	41	47	51	57	61	67	71	77	570
1912	22	28	32	38	42	48	52	58	62	68	72	78	580
1913	23	29	33	39	43	49	53	59	63	69	73	79	590
1914	24	30	34	40	44	50	54	60	64	70	74	80	600
1915	25	31	35	41	45	51	55	61	65	71	75	81	610
1916	26	32	36	42	46	52	56	62	66	72	76	82	620
1917	27	33	37	43	47	53	57	63	67	73	77	83	630
1918	28	34	38	44	48	54	58	64	68	74	78	84	640
1919	29	35	39	45	49	55	59	65	69	75	79	85	650
1920	30	36	40	46	50	56	60	66	70	76	80	86	660
1921	31	37	41	47	51	57	61	67	71	77	81	87	670
1922	32	38	42	48	52	58	62	68	72	78	82	88	680
1923	33	39	43	49	53	59	63	69	73	79	83	89	690
1924	34	40	44	50	54	60	64	70	74	80	84	90	700
1925	35	41	45	51	55	61	65	71	75	81	85	91	710
1926	36	42	46	52	56	62	66	72	76	82	86	92	720
1927	37	43	47	53	57	63	67	73	77	83	87	93	730
1928	38	44	48	54	58	64	68	74	78	84	88	94	740
1929	39	45	49	55	59	65	69	75	79	85	89	95	750
1930	40	46	50	56	60	66	70	76	80	86	90	96	760
1931	41	47	51	57	61	67	71	77	81	87	91	97	770
1932	42	48	52	58	62	68	72	78	82	88	92	98	780
1933	43	49	53	59	63	69	73	79	83	89	93	99	790
1934	44	50	54	60	64	70	74	80	84	90	94	100	800
1935	45	51	55	61	65	71	75	81	85	91	95	101	810
1936	46	52	56	62	66	72	76	82	86	92	96	102	820
1937	47	53	57	63	67	73	77	83	87	93	97	103	830
1938	48	54	58	64	68	74	78	84	88	94	98	104	840
1939	49	55	59	65	69	75	79	85	89	95	99	105	850
1940	50	56	60	66	70	76	80	86	90	96	100	106	860
1941	51	57	61	67	71	77	81	87	91	97	101	107	870
1942	52	58	62	68	72	78	82	88	92	98	102	108	880
1943	53	59	63	69	73	79	83	89	93	99	103	109	890
1944	54	60	64	70	74	80	84	90	94	100	104	110	900
1945	55	61	65	71	75	81	85	91	95	101	105	111	910
1946	56	62	66	72	76	82	86	92	96	102	106	112	920
1947	57	63	67	73	77	83	87	93	97	103	107	113	930
1948	58	64	68	74	78	84	88	94	98	104	108	114	940
1949	59	65	69	75	79	85	89	95	99	105	109	115	950
1950	60	66	70	76	80	86	90	96	100	106	110	116	960
1951	61	67	71	77	81	87	91	97	101	107	111	117	970
1952	62	68	72	78	82	88	92	98	102	108	112	118	980
1953	63	69	73	79	83	89	93	99	103	109	113	119	990
1954	64	70	74	80	84	90	94	100	104	110	114	120	1000
1955	65	71	75	81	85	91	95	101	105	111	115	121	1010
1956	66	72	76	82	86	92	96	102	106	112	116	122	1020
1957	67	73	77	83	87	93	97	103	107	113	117	123	1030
1958	68	74	78	84	88	94	98	104	108	114	118	124	1040
1959	69	75	79	85	89	95	99	105	109	115	119	125	1050
1960	70	76	80	86	90	96	100	106	110	116	120	126	1060
1961	71	77	81	87	91	97	101	107	111	117	121	127	1070
1962	72	78	82	88	92	98	102	108	112	118	122	128	1080
1963	73	79	83	89	93	99	103	109	113	119	123	129	1090
1964	74	80	84	90	94	100	104	110	114	120	124	130	1100
1965	75	81	85	91	95	101	105	111	115	121	125	131	1110
1966	76	82	86	92	96	102	106	112	116	122	126	132	1120
1967	77	83	87	93	97	103	107	113	117	123	127	133	1130
1968	78	84	88	94	98	104	108	114	118	124	128	134	1140
1969	79	85	89	95	99	105	109	115	119	125	129	135	1150
1970	80	86	90	96	100	106	110	116	120	126	130	136	1160
1971	81	87	91	97	101	107	111	117	121	127	131	137	1170
1972	82	88	92	98	102	108	112	118	122	128	132	138	1180
1973	83	89	93	99	103	109	113	119	123	129	133	139	1190
1974	84	90	94	100	104	110	114	120	124	130	134	140	1200
1975	85	91	95	101	105	111	115	121	125	131	135	141	1210
1976	86	92	96	102	106	112	116	122	126	132	136	142	1220
1977	87	93	97	103	107	113	117	123	127	133	137	143	1230
1978	88	94	98	104	108	114	118	124	128	134	138	144	1240
1979	89	95	99	105	109	115	119	125	129	135	139	145	1250
1980	90	96	100	106	110	116	120	126	130	136	140	146	1260
1981	91	97	101	107	111	117	121	127	131	137	141	147	1270
1982	92	98	102	108	112	118	122	128	132	138	142	148	1280
1983	93	99	103	109	113	119	123	129	133	139	143	149	1290
1984	94	100	104	110	114	120	124	130	134	140	144	150	1300
1985	95	101	105	111	115	121	125	131	135	141	145	151	1310
1986	96	102	106	112	116	122	126	132	136	142	146	152	1320
1987	97	103	107	113	117	123	127	133	137	143	147	153	1330
1988	98	104	108	114	118	124	128	134	138	144	148	154	1340
1989	99	105	109	115	119	125	129	135	139	145	149	155	1350
1990	100	106	110	116	120	126	130	136	140	146	150	156	1360
1991	101	107	111	117	121	127	131	137	141	147	151	157	1370
1992	102	108	112	118	122	128	132	138	142	148	152	158	1380
1993	103	109	113	119	123	129	133	139	143	149	153	159	1390
1994	104	110	114	120	124	130	134	140	144	150	154	160	1400
1995	105	111	115	121	125	131	135	141	145	151	155	161	

Position	Salary Paid in 1912-1913	Salary Recommended Annually for 1913-1914	No. Men Employed Annually
Chief Inspector	\$40.00	\$40.00	1
Housekeeper—Col. Dept.	30.00	30.00	1
Teacher—Colored Blind	30.00	30.00	1
Teacher—Colored Deaf	30.00	30.00	1
Teacher—Colored Deaf	30.00	30.00	1
Teacher & Supervisor	40.00	40.00	1
Teacher—Colored Deaf	40.00	40.00	1
Night Watchman	1,200.00	1,200.00	12
Night Watchman	200.00	200.00	2
Music Teacher	200.00	200.00	1
Teacher—Normal Training for Colored Dept.	—	40.00	1
Salaries to Reserve for Contingency	\$75.00	—	—
Total	\$21,745.00	\$21,405.00	

**FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
BUDGET FOR EQUIPMENT AND OPERATING
EXPENSES—1912-1913**

	Total Previous Year	Total Recommended One Year
Salaries	\$11,000.00	\$11,000.00
Scholarships	1,000.00	1,000.00
Trunk	1,000.00	—
Field Work	—	1,000.00
Equipment	1,200.00	1,200.00
Total	\$14,200.00	\$14,200.00

BUDGET RECOMMENDED

BY

BOARD OF CONTROL

FOR

**FLORIDA A. & M. COLLEGE
FOR NEGROES**



For Biennium 1933-1935

Budget Recommended by Board of Control for Florida A. & M. College for Negroes

Biennium 1933-1935

Revenue
(Per Year)

State Appropriation	\$175,000.00
Morill Fund	50,000.00
Incidental Fund	5,000.00
Hospital Fund	1,000.00
Total	\$231,000.00
Total Recommended for Revenue	\$231,000.00

Expenditure
(Per Year)

For Salaries	\$175,000.00
For Equipment and Operating Expenses	56,000.00
Total	\$231,000.00
Total Recommended for Expenditure	\$231,000.00

OFFICERS OF ADMINISTRATION

Position	Salary Paid in 1933	Salary Recommended for Biennium 1933-1935	No. Men Employed
President	\$ 4,200.00	\$ 4,200.00	12
Vice President, Dean of Men and Teacher of Agriculture	2,400.00	2,400.00	12
Comptroller	1,800.00	1,800.00	12
Dean of Women	1,200.00	1,200.00	12
Business Manager	1,800.00	1,800.00	12

EDUCATION AND PERSONNEL

Dean and Professor	\$ 2,200.00	\$ 2,200.00	12
Negative, Press and Research	1,800.00	1,800.00	12
Associate Professor	1,200.00	1,200.00	12
Assistant Professor and Registrar Normal Training	1,000.00	1,000.00	12

MATHEMATICS

Position	Salary Paid in 1934-35	Salary Authorized for 1935-36	Pay Scale Category
Professor	\$ 2,000.00	\$ 2,000.00	31
Associate Professor	1,500.00	1,500.00	6
Assistant Professor	1,200.00	1,200.00	6

SCIENCE

Professor	\$ 2,000.00	\$ 2,000.00	31
Associate Professor	1,500.00	1,500.00	6
Assistant Professor	1,200.00	1,200.00	6
Junior Professor	800.00	1,000.00	6

ENGLISH

Professor	\$ 2,000.00	\$ 2,000.00	31
Associate Professor	1,500.00	1,500.00	6
Assistant Professor	1,000.00	1,000.00	6
Junior Professor	800.00	800.00	6

HISTORY AND SOCIAL SCIENCES

Professor	\$ 2,000.00	\$ 2,000.00	31
Associate Professor	1,500.00	1,500.00	6

PHYSICAL

Professor	\$ 2,000.00	\$ 2,000.00	6
Assistant	1,000.00	1,000.00	6

PHYSICAL EDUCATION AND ATHLETICS

Instructor (Title)	\$ 1,000.00	\$ 1,000.00	6
Director and Dept. Clerk	1,000.00	1,000.00	6
Dept. Clerk	1,000.00	1,000.00	6

ART

Product Drawing	\$ 1,000.00	\$ 1,000.00	6
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LABORATORY

Instructor	\$ 1,000.00	\$ 1,000.00	6
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LIBRARY

Librarian	\$ 1,000.00	\$ 1,000.00	31
Assistant Librarian	1,000.00	1,000.00	31
Junior Librarian	800.00	800.00	31

OTHER

Director (Home and Public School)			
Wife	\$ 1,000.00	\$ 1,000.00	31
Postmaster	1,000.00	1,000.00	6
Postmaster	1,000.00	1,000.00	31

PRACTICE SCHOOL

Position	Salary Paid in 1932-1933	Salary Recommended Annually for Biennium 1933-1935	No. Mos. Employed Annually
Principal	\$ 1,250.00	\$ 1,250.00	10
Critic Teacher	720.00	720.00	8
Critic Teacher	720.00	720.00	8
Critic Teacher	720.00	720.00	8
Critic Teacher	720.00	720.00	8
Critic Teacher	720.00	720.00	8

AGRICULTURE

Dean and Director	\$ 2,200.00	\$ 2,400.00	12
Animal Husbandry	2,000.00	2,000.00	12
Poultry	1,800.00	1,800.00	12
Field Crops	1,800.00	1,800.00	12
Smith-Hughes	1,800.00	1,800.00	12
Agri. Chemistry	1,800.00	1,800.00	12
Horticulture	1,350.00	1,350.00	9
Farm Crop Marketing	1,350.00	9
In Charge Campus	900.00	600.00	12

MECHANIC ARTS

Dean and Director	\$ 2,000.00	\$ 2,400.00	12
Architectural Drawing	1,800.00	1,500.00	10
In Charge Bldg. Constr.	1,500.00	1,500.00	10
Tailoring	1,400.00	1,400.00	10
Masonry and Plastering	1,100.00	1,500.00	10
Industrial Arts	1,120.00	1,500.00	10
Plumbing	1,400.00	1,500.00	10
Auto Mechanics	1,550.00	1,550.00	10
Printing	1,550.00	1,550.00	10
Assistant Printing	1,000.00	1,000.00	8
Painting	1,100.00	1,100.00	8
Cabinet Making and Building Construction	1,120.00	1,120.00	8

HOME ECONOMICS

Dean and Professor	2,000.00	2,200.00	11
Assistant Professor	1,120.00	1,120.00	8
Assistant Professor	1,000.00	1,000.00	8
Assistant Professor	1,000.00	1,000.00	8
Assistant Professor	1,000.00	1,000.00	8

HOSPITAL

Position	Salary Paid in 1932-1933	Salary Recommended Annually for Biennium 1933-1935	No. Mos. Employed Annually
Resident Physician	\$ 2,000.00	\$ 2,400.00	12
Nurse	1,200.00	1,200.00	12
Nurse	1,200.00	1,200.00	12
Night Supervisor	900.00	900.00	12
Interne	180.00	180.00	12

ADMINISTRATIVE EMPLOYEES

Bookkeeper	\$ 1,800.00	\$ 1,800.00	12
Assistant Bookkeeper	1,320.00	1,320.00	12
Assistant Bookkeeper	810.00	900.00	9
Secretary to Dean of College.....	1,320.00	1,320.00	12
Secretary to President	1,620.00	1,620.00	12
Secretary to Business Manager....	1,200.00	1,200.00	12
Receiving Clerk	1,200.00	1,200.00	12
Registration Clerk	1,200.00	1,320.00	12
Clerk and Post Office	900.00	1,000.00	10
Dietitian	1,210.00	1,210.00	11
Totals	\$113,970.00	\$119,055.00	
Summer School	6,000.00	6,000.00	
Totals	\$119,970.00	\$125,055.00	

EQUIPMENT AND OPERATING EXPENSES

ARTS AND SCIENCES DIVISION

	Appropriated 1932-1933	Recommended Annually for Biennium 1933-1935
Library	\$ 800.00	\$ 1,000.00
Science (Equipment for Chemistry, Phys- ics and Biology)	2,750.00	1,100.00
Music (Piano and Band Supplies).....	880.00	800.00
Commercial	300.00	300.00
Equipment for Registrar's Office.....		580.00

AGRICULTURAL DIVISION

Furniture Equipment	\$ 200.00	\$ 200.00
Poultry Department	750.00	750.00
Swine Department	300.00	300.00
General Farm Department	4,132.00	3,841.00
Animal Husbandry and Dairying.....	1,815.00	1,015.00
Truck Garden	350.00	350.00
Campus Improvement	5,000.00	5,000.00

MECHANICS ARTS DIVISION

	Amount for 1932-1933	Recommended Annually for Biennium 1933-1935
Furniture	\$ 200.00	\$ 220.00
Mechanical Drawing	150.00	150.00
Auto Mechanics	350.00	350.00
Cabinet Making	300.00	300.00
Carpentry	250.00	250.00
Printing	1,000.00	500.00
Masonry	500.00	375.00
Plumbing & Heating	500.00	292.00
Electrical	300.00	300.00
Painting	251.00	151.00
Tailoring	450.00	350.00

HOME ECONOMICS DIVISION

Demonstration and Illustrative Materials for 4 Departments	\$ 800.00	\$ 800.00
Furniture Equipment for All Departments		450.00

DINING ROOM AND KITCHEN

Tables and Chairs for Dining Room.....	\$ 375.00	\$ 375.00
Kitchen Equipment	875.00	500.00

MEN'S DIVISION

Furniture for Boys' Dormitories	\$ 500.00	\$ 500.00
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WOMEN'S DIVISIONS

Furniture Placement	\$ 750.00	\$ 500.00
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HOSPITAL

Equipment	1,000.00	1,000.00
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MISCELLANEOUS

Gas, Fuel and Light	\$ 8,000.00	\$ 8,000.00
Electric Power	4,000.00	2,500.00
Water Rent	2,000.00	2,000.00
Campus Globe Lights	750.00	500.00
Stationery	550.00	550.00
Schedules, Blanks, Ledgers, Telephone and Telegraph	750.00	750.00
Postage	550.00	550.00
Fair Exhibits	1,500.00	1,000.00
Commencement and Public Assembly.....	500.00	500.00

	Amount for 1932-1933	Recommended Annually for Biennium 1933-1935
Printing and Publications	1,500.00	1,500.00
Traveling Expenses (President)	1,000.00	1,000.00
Night Watchmen	1,920.00	1,920.00
Student Labor	3,750.00	3,750.00
Truck Driver	576.00	576.00
Repairs on All Buildings, Including Painting Frame Buildings	6,300.00	5,300.00
Totals	\$ 59,474.00	\$ 52,995.00

Volume XXIII

December, 1932

No. 4

Florida State College
for Women
(Bulletin)

PRESIDENT'S REPORT
FOR BIENNIUM
Ending June 30, 1932



Entered at the Postoffice at Tallahassee, Florida, as second-class mail matter, under Act of Congress, July 16, 1894.

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THE EXECUTIVE COUNCIL

EDWARD CONRADI, Ph.D.	President, 1909
ARTHUR WILLIAMS, A.M.	Vice President, 1905
WILLIAM GEORGE DODD, Ph.D.—	
	Dean of the College of Arts and Sciences, 1910
NATHANIEL MOSS SALLEY, A.B.—	
	Dean of the School of Education, 1910
MARGARET RECTOR SANDELS, Ph.D.—	
	Dean of the School of Home Economics, 1922
ELLA SCOBLE OPPERMAN, A.B., M.M.—	
	Dean of the School of Music, 1911
CHARLOTTE MAHONE BECKHAM, M.A.	Dean of Students, 1927
ELMER RIGGS SMITH, A.M.	Secretary of the Faculty, 1905
JOHN GABRIEL KELLUM	Business Manager, 1907
ELIZABETH GORDON ANDREWS, Ph.D.	Director of Personnel, 1929
SIMEON ROBERT DOYLE, M.A.	Registrar, 1930

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PRESIDENT'S REPORT

OF THE

Florida State College for Women

TALLAHASSEE, FLORIDA, October 12, 1932.

*To the Honorable Board of Control,
Institutions of Higher Learning,
State of Florida.*

GENTLEMEN :

I herewith present the thirteenth biennial report of the Florida State College for Women. I also present the reports of the Deans, the Registrar, the Librarian, the Director of Personnel, the Business Manager, and a report of the State Agent of Home Demonstration Work.

During the past biennium our enrollment increased though we had no additional residence halls. Several sororities secured homes for themselves and so the residence facilities were increased somewhat. In the fall we are not able to accommodate in our residence halls all Florida students who make application. Some of those who cannot secure room in the residence halls live off campus in private homes near the campus approved by the College. Some of these can be taken in the second semester due to withdrawals during the first semester.

Notwithstanding that the budget was cut last biennium about 14% and the College, in a spirit of co-operation, made another slight cut in the middle of the biennium, the work was carried forward very efficiently though the enrollment increased, for the faculty co-operated in a very fine spirit of good will. Fortunately, we were able to maintain our library facilities at the same level they were the biennium before. However they have been rather low during the past years.

FACULTY

The faculty is the very life of a college. Very few changes took place this past biennium. Though some of the departments are

very severely loaded the teachers have responded with the very best spirit of co-operation, and though the same crowded conditions in some departments will no doubt prevail the next biennium, I am confident that the faculty will respond just as fine as they have done in the past.

We are, of course, all aware that the depression is severe and that thorough economy must be practiced, but in all this atmosphere of hard times we must never forget that the faculties of our schools must be kept at their very best from the kindergarten through the institutions of higher learning. The men and women who have assigned to them the problem of building the life of our children and our youths must be of the very best that the country has. And in disturbing times like these it is even more important that we have the very best. We must never for a moment forget that what the child and the youth loses in educational facilities is a loss practically beyond recovery. Other losses usually can be caught up later, but what a child or a youth loses in the building of life is a permanent loss. Such loss cannot be made up when the days of childhood and of youth are gone.

Teachers in our colleges who can render the high class service required must not only have fine personality but they must have high class education which has cost them from \$5,000 to \$10,000 to attain during from five to seven of the best years of their life. This high class quality of personality and education must always be considered when the budget for an institution of learning is made.

LIBRARY

The Florida State College for Women has a very excellent library building. It is a credit to the State. A building alone, however, does not make a library. It is of the utmost necessity that the resources of the library be adequate to maintain a supply of books and magazines that meets the needs for efficient work. The library is the central workshop of the whole institution; it serves every student in the College no matter in what department she is enrolled. The resources are rather meager now and they should be maintained at least on the present level.

BUILDINGS

EDUCATION BUILDING

In the fall of 1931 we lost our Education Building. During the very severe drouth in the fall of 1931 the walls gave way so seriously that the building was condemned by the architect and we moved out of the building in December, 1931. The building is a brick building with reinforced concrete foundations, but the walls are entirely of brick. It is common knowledge that foundations will give way if water is permitted to seep under them, but no water could seep under the foundations since the drainage around the building is first class. That the foundations should give way during a severe dry spell is a new experience.

On various parts of our campus the lower strata of clay are composed largely of a crude fullers earth, commonly known as "pipe clay." This clay expands very vigorously when it absorbs water. Its expansion is, it seems, similar to the expansion of water when it freezes, and exerts a force similar in power. It would seem that in this serious dry spell the pipe clay contracted so severely that the foundations under the building yielded and cracked the walls to the danger point. As far as we can see that is the only reason for the disaster. The building is of such construction that if it were on ordinary clay it would stand as long as the materials in the building would stand against decay. The buildings which were built in a similar manner on the campus, where the pipe clay was not touched have stood without fault. And the later buildings, which were built with a reinforced concrete frame from bottom to top, even though the foundations stand seriously in pipe clay, are standing without a fault. It is therefore quite evident that the Education Building must be rebuilt with a thoroughly reinforced concrete frame work similar to the Library, the Physical Education Building and the History Building.

When the Education Building had to be vacated the Departments of Education, of Mathematics, and of Psychology which were in the building were moved to the History Building which at the time was nearing completion. Mr. Raymond, the contractor, very courteously permitted us without any guarantee to move into that building before it was entirely completed and accepted by the Board of Control. These departments now occupy space that be-

longs to other departments and causes abnormally crowded conditions.

Some classes in Spoken English were moved to the seminar rooms of the Library. These classes should be taken out of the Library so that these seminar rooms can be used for the purpose for which they were intended.

Moreover, room had to be found for the classes in Industrial Arts and in Physiology which were in the Education Building. In the Training School Building the attic is rather large. Some of this space was used by the Training School as a workshop and all of it was planned for training school purposes. But under the emergency we remodeled this attic space and made two large laboratories for Industrial Arts and one large laboratory for Physiology, all for college students. These classes should be moved as soon as possible so that these rooms can be turned over to the Training School where they belong.

It is urgent that the Education Building be replaced just as soon as possible. This building would not cost as much as a new building since the brick and the lumber and the doors and windows and the roof, etc., of the present building can be used in the construction of the new building.

The Kindergarten was also in the Education Building. To provide space for it we remodeled a small cottage southwest of the Physical Education Building for kindergarten purposes. We added 30 ft. to the building so that the work can be carried forward satisfactorily in these new quarters.

HISTORY BUILDING AND LITTLE THEATRE

In 1931 an addition to the History Building was built. This completes the building. This new wing in addition to class rooms, laboratories and conference rooms, and a laboratory greenhouse for the Botany Department, has a modern little theatre with a seating capacity of 415. A number of our schools, colleges and universities, and some of our cities, have built little theatres in recent years. Such theatres are a very important equipment for the study and the interpretation of life. They are used for dramatic performances, for public addresses, for musical entertainments, etc. To give students the proper facilities to participate in and to cultivate an appreciation of such activities is a real con-

tribution to the cultural life of the state. It is as necessary to do this as to furnish them proper facilities for physical recreational exercises in the way of gymnasiums and playgrounds. Students who receive proper training in these activities will assume leadership in these activities in the schools and the social life of the various communities in the state at large in the years to come.

Young people like grownups will express their life actively in some form or other, high or low. Whether it is the one or the other depends on the facilities at their command. And we must never forget that the child and the youth respond to the higher just as well as to the lower and with a finer and keener enthusiasm. As to which it shall be depends on the opportunities which the home and the community offer. To offer the proper facilities for the finer interpretation of life by means of the drama, readings, lectures, music, etc., etc., is a responsibility of the first order. We hear much in recent years about undesirable modes of expression of life on the part of youth. I have very little sympathy with that attitude, but we must remember that the community carries a very large part of the responsibility for whatever undesirable expression of life there is or has been unless the means are provided by the community for a higher form of creative life. This was true in the past and is true now. The tendency has been for the community to drop all sense of responsibility at the end of the public school career. This is not right. Opportunities should be offered to continue a proper appreciation of literature and music, of the drama and of poetry, and of art all through life, for the finest and best that has been created by the great creative spirits through the centuries has been produced in these terms. A real vital interest in these things must be an abiding part of our life from childhood to old age. It is only in this way that our children and our youths can come into their own and that life can express itself in its higher and nobler terms. It must never be forgotten that an appreciation of beauty in all its various forms is a fundamental quality of a cultivated life. It is encouraging that some of our communities are taking forward steps in this matter and it is of the greatest importance that our colleges and universities do their part in furnishing the necessary leadership.

I consider therefore, that this little theatre is a very valuable addition to our equipment.

HEATING PLANT

The new heating plant was completed in the winter of 1931 and is giving excellent service. It furnishes heat for all the residence halls and academic buildings and also the hot water for the residence halls as well as steam and hot water for the kitchen and the laundry at the Physical Education Building. It not only gives far better service but it reduces the cost of maintenance since we do not have to maintain separate hot water heaters in the various residence halls and in the kitchen, and it does away with the smoke nuisance produced by these various heaters and with the ashes and coal that had to be handled in connection with them.

The old heating plant building was remodeled into workshops for the carpenter, the plumber, the painter, and the electrician. Some of these shops were in the basement of one of the residence halls, a very undesirable arrangement which was tolerated only because of necessity. With this new arrangement these workshops have increased in efficiency and are no longer an annoyance in the residence hall.

RESIDENCE HALLS

For a number of years we have not been able to take into the residence halls all the Florida girls who asked for admission. We have had no additional residence halls for several years. The latest new additions to the plant were besides the History Building a new heating plant and an addition to the kitchen. These were crucial emergencies and could not be delayed.

A new residence hall of at least 150 to 200 student capacity is needed to meet the demand.

Moreover, if the enrollment increases we need increased dining room facilities. The addition to the kitchen just completed is planned so that a dining room seating some 300 to 400 people can be built to the west of the present dining room plant. This hall would connect with Gilchrist Hall and the new residence hall to be built.

INFIRMARY

The Infirmary, as I pointed out in previous reports, is also inadequate to meet the demand made upon it in case of small epidemics of flu, etc. A small addition to this building would be a great comfort to the students. One floor in one wing of the build-

ing has been slightly remodeled so that the college physician, the ear, nose and throat specialist and the orthopedic physician can have office hours at the same time in offices contiguous to each other.

LAUNDRY FOR STUDENTS

In the west wing of Reynolds Hall on the ground floor, the large room where the carpenter shop was located, has been remodeled into a laundry and pressing room for the students. All but one of the residence halls have a small laundry and pressing room, but they are entirely too small to meet the demand. Moreover these rooms are too small to install a steam dryer. This new room has in addition to all the other necessary equipment, a steam dryer so that students can wash and dry and press clothes in the laundry room in one short period of time if they so desire. This room is intended to provide for the students facilities for such items of clothing which they do not care to send to the laundry, and to give to those students who wish to reduce their laundry bills, the necessary facilities to do so.

KITCHEN

In the summer of 1932 we enlarged and remodeled the kitchen. In the first place the serving room and dishwashing room had to be reconstructed since the support to the main floor was disintegrating due to a moisture seepage in the dishwashing room. The situation was such that something had to be done without delay. All this construction in the old part of the kitchen has now been made fire proof and water proof.

In the second place the quarters were entirely too cramped. We therefore added 50 ft. to this wing of the building. This department now is equipped and has facilities equal to the best. The food service these years has been first class both from the standpoint of nutrition as well as of preparation and service. The service, however, was given under serious handicapped conditions due to lack of room. Moreover, since much of our equipment had to be replaced under normal conditions of wear, we put in electric equipment throughout since the electric rates for this purpose made it possible to do this without financial sacrifice. This does away with the handling of wood and of coal and of ashes, a problem of considerable annoyance and work in a large establishment like this, and does away with the smoke from the kitchen chimney which

has in the past annoyed the students in the residence halls whose rooms faced towards the kitchen.

It is to the credit of the staff of dietitians in this department that they spared neither time nor energy to give such high class service though the facilities were so cramped and crowded. An expert who surveyed our dining room and kitchen in recent years pronounced our management of this department the best in comparison with a great many such departments he had surveyed in colleges and hotels throughout the country.

CAMPUS

The campus has been somewhat enlarged during the past biennium. A few lots along Jefferson Street were purchased. It was necessary to secure these lots to square out our campus to the corner of Jefferson Street and Woodward Avenue. These lots have several cottages on them; these are being rented for the present and the rent goes into the incidental fund of the College and thus is a small resource in our current expense budget for the present.

Several short stretches of cement sidewalks were laid. One from Science Hall south and west past the History Building and the Library along the driveway to Jefferson street; two short stretches from Jefferson Street to the driveway on the south end of the campus, one past the Library on the west side and one between the Library and the History Building. Also a sidewalk was laid on the east side of the three residence halls: Bryan, Reynolds and Jennie Murphree. In addition two walks of cypress wood were laid from the residence halls to the Physical Education Building.

By authority of a special act of the Legislature, the Road Department has paved several new driveways on the campus. One extends the driveway in front of Bryan Hall north to Call Street. Another begins at the end of Call Street and extends west to the northeast corner of the basketball courts, and from there extends south past the front of the Physical Education Building to within about 200 ft. of Jefferson Street, where it turns east and extends to the paved driveway in front of Gilchrist Hall. Another part of this same driveway begins at the northeast corner of the basketball courts and runs west past the basketball courts and then turns south and runs between the basketball courts on one side and the hockey and soccer field on the other to within about 80 ft. from the Physical Education Building where it makes a circuit around

the building and connects both to the north and to the south of the building with the driveway that passes the front of the building. The whole construction all together is approximately one mile. This is a very valuable addition to our campus since it gives a better approach to our residence halls and a very fine approach to the Physical Education Building and to all our playground, and prevents the driveways near the Physical Education Building where the slope is rather steep from being ruined by heavy rains.

On *Washington's Birthday* the different classes and the Alumnae Association each planted a young live oak tree on the stretch of campus in front of Gilehrst Hall. Each tree has a marker composed of a brass plate with the name of the class, placed on a small cement post. This planting was done as a contribution to the Washington Bicentennial Celebration. These celebrations are held in the various communities throughout the United States at any time a community finds it convenient between February 22 and Thanksgiving, 1932. The College Training School also planted a live oak on the campus near the Training School Building.

The program made a beautiful addition to our already beautiful campus. The campus of the Florida State College for Women is recognized as one of the most beautiful, if not *the* most beautiful, in the Southland. It is right that it should be so. For in making our campus beautiful we are acting in harmony with our beautiful State, many cities of which are recognized as amongst the most beautiful in the country. Beauty of environment is a valuable part of young people's education.

FARM

In 1931 an additional farm of 430 acres within $1\frac{1}{4}$ miles from the city limits was purchased. In the first place the live stock on the farm had to increase with the growth of enrollment. In the second place the size of the old farm had to be somewhat decreased due to the extension of the campus made necessary by the growth of the College. Moreover, due to the expansion of the city of Tallahassee it became necessary to remove some of the live stock farther away from the city limits.

The present dairy herd consists of 125 cows and the number of young animals in the herd is 96. The farm also produces all the fresh pork the dining room needs during the year. The herd of

hogs numbers usually from 175 to 200. The farm also produces a part of the vegetables for the dining room.

ARBORETUM

The little stretch of woodland a little to the west of our campus has been set aside as a college arboretum by authority of the Board of Control. The plan is to gather in this arboretum all the various plants that grow in Florida and that will grow in this climate. By following out this plan for some years this little piece of woodland in addition to its scientific value will ultimately be one of the most beautiful parks in this part of this country. The Department of Botany gives its most hearty co-operation in this work and has begun this year to add new plants and trees and shrubs. This piece of woodland is so located that it can be enlarged in two directions as far as the conditions make it necessary.

SUMMER SCHOOL

The Summer School enrollment is constantly increasing. The biennium which this report covers as to enrollment, 1929-31, had an increase of 147. It increased from 766 to 913. There was also an increase in the summer of 1932 of 42. The total enrollment this past summer, 1932, was 955. In the Summer School of 1931 we had a graduating class of 101, and in the summer of 1932 the class numbered 118, including those who received a normal diploma.

ENROLLMENT

The enrollment of the College has increased 134 over the enrollment two years ago though we had no increase in dormitory space. Some of our departments are very seriously crowded. The previous biennium had an increase of 208 students. During that biennium we opened the new addition to Gilchrist Hall. The past biennium, however, we did not increase the number of our teaching staff because of the need of rigorous economy. I am not asking for an increase in the staff this year though the need of additional teaching staff in some departments is very pronounced.

The enrollment in 1930-31 was slightly higher than in 1931-32. This is not due to any lack of applicants but due to a sudden change in cancellations of reservations. For some years we had been taking approximately 10% more applicants than we had space, because about that number changed their minds and cancelled their room

reservations from the time all rooms were reserved to the time school opened. We inform the parents and students fully about this so that they can decide for themselves whether they want to be on this so-called "waiting list." If there are a few, when school opens that are not placed, we take care of them temporarily. In the summer of 1930 we felt that since the depression was so much in evidence we would have probably more cancellations than usual and we did not hesitate to take a large waiting list. By the time school opened we found that we had considerably less cancellations than we had had any year before. This caused a very difficult situation, but we arranged temporary accommodations for those who could not be given a room in the residence halls at the opening of College. We met the situation as best we could and the students involved, though inconvenienced, showed a very good spirit of cooperation. In the summer of 1931 we took a much smaller number on the "waiting list" to avoid the awkward situation of the year before. Hence our enrollment was 16 less than in 1930-31.

The enrollment for 1932-33 is not yet complete. It will not be complete till later in the year when the registration for the second semester has been made. But the enrollment for the first semester on October 1st was 1742 as compared with 1686 last year at the same date.

In 1911-12, twenty years ago, the total enrollment was 315. When we subtract from that the 37 Spring Review students who came here for a few month in the spring to review the studies in the elementary grades to prepare for a county examination for a first, second or third grade certificate, work which the College carried in addition to the general load, we have an enrollment of 278. Less than half of this number were college students, approximately 37%. The other 63% were sub-collegiate students of high school rank, the teaching of which could be done at a much lower level financially than the teaching of college students. This sub-collegiate department was maintained because the high schools in Florida had not yet developed.

If we take the 278 as a basis the increase in enrollment during the past twenty years has been 525%. However the increase in current expense had to be much greater, even if values had not increased as they did, since in 1911-12 the majority of the students were of high school rank and could be taught at a much lower cost

per pupil, whereas today (and this has been true for the past eleven years) all students are college students who had graduated from high school before they entered. The sub-collegiate department was discontinued in 1921 because the high schools in the State had developed so that this department was no longer needed.

The enrollment in the various divisions of the College has varied very little. However, though the number of students enrolled in the College as a whole has increased during the past biennium, the number enrolled in the School of Music has been decreasing for several years. This is partly due to the economic situation, but it is believed that it is partly due to the radio which takes the place of the piano in the home. This falling off in the number of music students in colleges is observed throughout the country. Decreases in the faculty were made here at the College to meet the situation.

BUDGET

I herewith submit a budget for the coming biennium both for current expenses and for new buildings. The current expense budget for each year of the biennium is the same total amount as it was for the year 1932-1933. The building budget is a statement of what is urgently needed to meet present demands. The loss of the Education Building curtails our facilities very seriously and that building should be replaced just as soon as possible. As to the needed residence hall facilities, if they are not furnished some Florida girls will not be able to come to college. The addition to the Infirmary is needed to give students the necessary attention in case of sickness.

The Buildings needed to meet present demands, as pointed out in this report, are as follows:

Educational Building (to be rebuilt).....	\$ 75,000.00
New Dormitory	200,000.00
Addition to Infirmary	60,000.00
Total.....	<u>\$335,000.00</u>

I herewith again express my deep appreciation for the fine and never-failing support the Board of Control has given to the welfare of the College.

Respectfully submitted,

EDWARD CONRADI,

President.

**REPORT OF THE DEAN OF THE COLLEGE OF
ARTS AND SCIENCES**

August 2, 1932.

To the President:

Without especially desiring to do so, one inevitably evaluates things today in terms of the economic depression. From this viewpoint, the College has not been adversely affected, so far as the total number of students enrolled is concerned. During the biennium of 1931-33, there has been no falling off in the number of students attending college. On the contrary, the enrollment has remained constant at about 1700. As these students have used all available approved rooming resources, the College has been working to capacity. The enrollment in the various classes has also shown little change in the biennium. As has always been true, the large majority of students are in the Freshman and Sophomore classes. For a number of years preceding the biennium, the enrollment in these two classes has been about 70% of the total number attending college, and that percentage has not been lowered in the biennium of 1931-33. On the other hand, the number of graduates was a little more than 14% of the total attendance. Again, when we compare the number of graduates in any one of the past four or five years with the number of freshmen who entered college four years before, we find the seniors to be about 40% of such freshmen. That is to say, for a number of years past, of all freshmen who entered college, about 40% have continued through the four years of the college course to be graduated at the end of the four-year period. This percentage has not decreased in the biennium of 1931-33. As the value of the service which our College renders to the State and to society is to be estimated very largely from the ratio of our four-year graduates to the total attendance, or perhaps better, from the number of those who, having begun their college work continue to graduation, these figures make an excellent showing. The depression has not lessened the amount of service which the College is permitted to render to the State.

It has, however, brought its special problems to the College. One of these is in the shift of students into those departments whose

primary aim is to prepare students for some vocational activity. The result is that these departments have been called upon to serve a larger number of students than they were well equipped to do, or than good standards of work permit. Wherever this is true, and it is true in a number of departments, additional teaching assistance is needed, and I take this occasion to direct your attention to this need.

Another serious problem is the ever recurring one of taking care of large numbers of freshmen and sophomores without curtailing the advanced work of the several departments. To meet the needs of the lower classmen, it has always been necessary that all teachers in a department assist with the instruction of these students. This, in itself, is a wholesome procedure, both for the teachers and for the younger students. One recognizes the importance of providing the best quality of teaching for students who are just beginning their college work. Nothing can be more important. But when those teachers who alone are fitted to meet the needs of advanced students participate in the instruction of the younger students, they do so at the risk of slighting the interests of the upper-classmen. Such a procedure, if carried too far, endangers the whole educational structure by reducing the efficiency of the entire curriculum. The problem, to be met correctly, demands the addition of teaching force sufficient to make certain that the interests of both classes of students will be safeguarded.

I do not mean to suggest that the matter has as yet become over-serious; but the problem, always present, even in normal times, tends to be especially pressing in abnormal times, when additions to the teaching staff are not easily secured. This is seen in the increasing demand for advanced work, not only from undergraduates, but also from graduates of our own and other colleges, especially those who are engaged in teaching and who wish to return for further work in order to improve themselves for their professional activities. The number of such students is likely to grow under the present conditions, when many who have been unable to secure employment, wisely decide, when it is possible, to use their enforced leisure for further improving themselves. Thus, to maintain good standards of work in all departments and to insure the proper service to advanced students will doubtless tax

the resourcefulness of the College administration to the highest degree.

In this connection, it is a pleasure to call your attention to the fine co-operation and helpfulness which has been manifested by the teaching staff of the College. Their readiness to assume work much beyond what is demanded in colleges whose standards are determined wholly by considerations of efficiency leaves nothing to be desired. The departmental staffs have shown the finest willingness to carry on the work with the greatest economy of resources at their disposal, and at the same time, to insure the excellence of their departmental work by assuming the extra duties which such economy made necessary. I am sure, however, that they have gone as far in this respect as it is possible to go without impairing the efficiency of their work.

In material equipment and resources, the College has been able, but with some difficulty, to carry on its work without sacrificing quality. Departmental budgets, conservatively made in the first place, have been reduced at the request of our officers of State who have the seriously difficult task of administering the State's finances. The departments have done this gladly, appreciating the opportunity to give their co-operation to these officers. It seems likely, however, that some means of securing funds other than as provided in the budget, such as increasing fees for courses, must be found if the work of departments is not to be curtailed.

When, in the fall of 1931, the Education Building was condemned, it taxed the resources of the College to the limit, and perhaps beyond, to provide rooms for classes, laboratories, etc. It cannot be said that these needs have been met in any desirable way yet. It was extremely fortunate that the new wing of the History Building became available at the very time it was necessary to vacate the Education Building. Even so, a good deal is still to be desired in the matter of classroom facilities.

I took occasion in a former report to speak of the fine work being done by the College in the field of the Arts, among them in Speech and Drama. Since the dedication of the Augusta Conradi Little Theatre, the facilities for this important work have been increased many fold. This is on every score, one of the most beautiful and most needed resources that have come to the College in

its history; and the usefulness of this new auditorium can hardly be estimated.

This report is made in the most general terms. The reason for this is quite apparent. Whatever is said about the work of the College as a whole, its resources, its equipment, etc., is directly applicable to the College of Arts and Sciences since this division of the College is entrusted with so large a part of the academic work of the institution. And to speak specifically of the work, the needs and the problems of the College of Arts and Sciences, would be in large measure to speak of the work, the needs, and the problems of the College as a whole. With this in mind, we may say that the College is carrying on its work with the closest attention to economy, and with the determination to maintain those standards of quality on which rests the excellent reputation the College enjoys; that with the realization that many things are to be desired, and some of them of the most pressing kind, the personnel of our faculty, in a fine spirit of loyalty to the State's interests, and of cooperation with those to whom is entrusted the difficult obligation of directing the affairs of the State, are bringing to their duties the very best efforts of which they are capable.

Respectfully submitted,

W. G. DODD, Dean

College of Arts and Sciences.

BIENNIAL REPORT OF THE DEAN OF THE SCHOOL OF EDUCATION

October 7, 1932.

To the President:

THE GREATEST NEED OF THE SCHOOL OF EDUCATION

In the fall of 1931 a serious misfortune befell the Florida State College for Women in the loss of its education building. In the education building were housed the departments of education, psychology, mathematics, physiology, journalism, industrial arts, the kindergarten, several conference rooms, the dean's office, and various store rooms.

For some unknown reason the building cracked up, became dangerous to occupants, was inspected and condemned. Fortunately at the time of its evacuation in December, 1931, the new wing of the history building was just being completed, and the departments of education, psychology, journalism, and mathematics were housed in the new wing of the history building which had been built to give room for other departments which were in need of more space. The departments of physiology and industrial arts were housed in the demonstration school building in its unfinished third story which was completed for this purpose. A new home was found for the kindergarten in a vacant cottage on the campus. Everything was done by president and business manager to help solve this critical problem comfortably for the time being.

However, the Florida State College for Women which trains more teachers than any other college in this territory should have a professional center for those departments immediately concerned with training teachers.

When this building is replaced it should be built to meet the needs of the departments of education, psychology, and industrial arts. This will make room for the much needed expansion of the demonstration school which should have increased enrollment and room space as more facilities are needed to train a continuously increasing number of college students preparing to teach in the public schools of Florida.

On the restoration of the education building the space vacated

in the history building by the departments of education and psychology can be used to make other departments comfortable.

THE DEMONSTRATION SCHOOL

The Florida State College for Women gives advantages to pupils enrolled in its demonstration school. In the demonstration school each year in regular session are enrolled approximately one hundred and fifty pupils in the high school and as many in the elementary school. In summer session the enrollment in elementary and high school has been steadily increasing until in the summer of 1932 it was one hundred sixty-four.

In summer session the demonstration school cannot offer as many advantages to pupils as in regular session because of budget limitations. In spite of this handicap we offer art, music, physical education, and home economics in addition to representative regular public school subjects.

The summer session of the demonstration school which is largely supported by fees should as soon as possible be put on a regular budget supported by the state. This will improve its effectiveness and extend its influence.

In regular session of the demonstration school we offer music, art, physical education, athletics, spoken English, home economics, and various club activities in addition to regular public school subjects.

I am going into details to show that our demonstration school is an excellent laboratory for the preparation of teachers for our public schools. This is the purpose of its existence.

The demonstration school is administered by the department of education as its laboratory to serve the needs of the School of Education, the School of Home Economics, and the School of Music in their programs of teacher training, and to furnish facilities for practice in every one of the twenty-odd subjects offered in the College of Arts and Sciences as a basis for subject matter courses in the public schools. This practice school is college-wide and state-wide in its usefulness.

The demonstration school not only serves the larger community of the state, but is of immediate helpfulness to Tallahassee and Leon County. In summer session we have pupils driving in from several counties.

The demonstration school has a very active parent-teacher association affiliated with the state parent-teacher association and with the National Congress of Parents and Teachers.

As soon as the state is able we hope to have our demonstration school enlarged as to building, equipment, and faculty in order that we may offer even better advantages to students going out to teach. The number of college graduates each year is a clear indication of the needs of the demonstration school in summer session and regular session. See data at end of my report.

FOUR-YEAR CURRICULA

Besides the regular four-year curriculum preparing teachers for various grades and subjects in the public schools we have developed during the past four years a four-year curriculum for physical education specialists. This is meeting a genuine need of the public schools.

It is evident that the four-year curriculum makes for a more rigorous selection of students than a two-year curriculum. Our faculty is constantly working to improve this four-year curriculum in order to give the best possible academic and professional training to the young women we send out to the public schools.

SHALL THE TWO-YEAR CURRICULUM BE ABOLISHED?

This is a very pertinent question and one that must be answered after careful consideration. There are many angles to this problem, and it must be solved in such manner as to give the greatest possible justice to the students who ask for it, to the parents who send them to college, and to the pupils these students of two years of training will teach.

According to a report of the National Research Council a state should be slow to withdraw a two-year course.

With a view to selecting excellent teachers our faculty has made a very strong two-year curriculum that will lay a good foundation for kindergarten, primary, and intermediate grade specialists. It is the policy of the faculty of the School of Education to urge the two-year graduates to go on to the bachelor's degree, and many of them do.

EXTENSION WORK AS RELATED TO DEGREES GRANTED IN THE SCHOOL
OF EDUCATION

There are many delicate problems connected with extension work by lectures and correspondence which cannot be settled out-of-hand. Certainly the state has a definite need for extension work, but to insure the value of each college credit granted there should be some common and definite standard for each credit. Certainly as many assignments for credits in a correspondence course as would be given in residence and as many lectures in an extension lecture course as would be given in residence for the same amount of credit should be the ideal. The requirement set up that students must have prerequisites to each course offered, as in residence, is an excellent regulation and should be rigorously followed.

To prevent injustice to the people of the state there should be offered various courses without credit to meet the needs of many varying callings in the state. Our institution must keep close to the people through service.

THE FACULTY, EXTENSION WORK, CORRESPONDENCE WORK

For several years our faculty has been closely affiliated with extension instruction by correspondence and by lectures in courses given off the campus. I wish to speak from first hand knowledge of the effect upon the teacher of a course given by him away from the campus. I gave such a course in Jacksonville in the first semester of 1931-32. The work was inspiring to me because it was taken by active teachers desiring to get things of practical value. I have never seen a class more unselfishly devoted to work. However, I found that this extension work, though given by me at week-ends, drafted an immense amount of energy.

I cannot speak first-hand of correspondence work, but from observation I am forced to believe that correspondence courses may very greatly interfere with a teacher's service to the institution. The plain fact is that a teacher has just so much time and energy and should give this whole-heartedly and undividedly to his regular work. His leisure time should be spent in relaxation, recreation, reading, and unselfish civic activities in the community.

Extension work by lectures and correspondence is invaluable to the people of the state, but it should be provided for in the regular

load of each faculty member without extra remuneration, or it should be carried on by instructors employed for that purpose.

To permit regular faculty members to increase their incomes by extension lectures or correspondence is to put in the way of college teachers the temptation to add to their incomes at the expense of the college students and to put before them the temptation to neglect their college work for the purpose of increasing their incomes through extension classes.

THE FACULTY OF THE SCHOOL OF EDUCATION AND CURRICULUM REVISION IN FLORIDA

For several years under the leadership and direction of the State Department of Public Instruction our state has undertaken the revision of the curricula and courses of study of the public schools of Florida. Members of our faculty have been asked to assist in this work, and they have responded with a generous spirit of co-operation. This has given our institution an opportunity to study the public schools and to assist in preparing courses of study suitable for the children of this state. The friendly affiliation of faculty members with the teachers of the public schools and with school officers, county and state, is valuable to us in gaining an insight into the needs of the state, enabling us to place our demonstration school in fuller accord with the public school program.

TRAVEL AND FACULTY IMPROVEMENT

It is a great pleasure to report that several members of our faculty have been going abroad or into other states at their own expense, getting new ideas and putting these to work in their courses.

The dean of the School of Education, the supervisor of teacher training for elementary schools, and a representative of the department of industrial arts were invited to visit the schools of Jacksonville during 1931-32 with a view to making professional suggestions. These visits were made and were of great profit to the visitors who were gladly welcomed by the teachers of Jacksonville who were keen to bring about a helpful relation between their schools and representatives of higher education. Every possible courtesy was extended to the representatives of the Florida State College for Women by the county superintendent of Duval

County, the principals of the different schools, the primary supervisor, and the teachers.

FACULTY, EDUCATION ASSOCIATIONS, AND THE JOURNAL OF THE FLORIDA EDUCATION ASSOCIATION

It gives me satisfaction to report that a representative number of our faculty are members of the Florida Education Association and each year attend its annual meeting. This attendance should be encouraged. Each year also by invitation representatives from the faculty attend district educational meetings. Through these several channels our professors and instructors are given a clearer view of the whole program of education in Florida.

Several members of our faculty write for the Journal of the Florida Education Association. This journal deserves the cordial support and co-operation of all members of the faculty of the School of Education. Through it an informed public opinion in support of schools and colleges is built up.

The needs of educational organizations, state, district and county, mean for college teachers great opportunities for professional inspiration and help.

THE SUMMER SESSION

Beginning with the summer session of 1931 our institution put all courses offered on a college basis. It no longer offers review courses. This policy has been justified by two facts: first, our enrollment has continued to increase; and second, the quality of the students of the summer session as to preparation and ability has decidedly improved. Every year there is an increase in the number of students graduating in the summer session. This speaks very forcibly for the high purpose of the student body in the summer session. By doing away with review courses our institution has been able to place all of the energies of the summer session back of the movement to send out better selected and better prepared teachers for the public schools of Florida.

GUIDANCE OF STUDENTS

For several years the members of the faculty of the School of Education have been giving their time generously to directing students in the selection of their courses of study for the succeeding

year. The ideal aim of the faculty is to direct each student along the line of her greatest interests and talents and to guide her in the selection of such courses as will train her to be an effective teacher and a good citizen.

The plan of giving advice in the current year for the student's work in the succeeding year greatly facilitates registration of old students when they return in the fall. During the fall of 1932 fewer old students have changed their courses in our division of the institution than ever before.

Self-direction and success in learning the right kinds of skills in thinking and activity, success in learning the mastery of several fields of human endeavor, success in mastering the art of teaching, —these are the ideal aims of our faculty for their students.

COMMUNICATING WITH PARENTS

During the past three or four years it has been the custom of the dean's office to send each parent a letter concerning his daughter's standing, her progress in studies, her ideals, and her plans. Some very human and interesting responses have come from the parents, showing their great desire that their daughters have a college career that makes for character, scholarship, and civic happiness. Enough responses have come to hearten those who are so anxious to help young women in their four glorious but critical years of academic opportunity. These letters have revealed the fact that parents wish to be guided in their co-operation with the college and will gladly follow its suggestions.

STUDENT FOLLOW-UP

For the past two years the dean's office has sent out letters to many students, who formerly made good records in the School of Education but left college without degrees, inviting them to return to complete preparation for some special field of teaching. The dean's office also sends out from time to time invitations to former graduates of our division, who have made excellent records in undergraduate work, to return and take work leading to the master's degree. Many have returned and carried their work to completion.

It is my custom to write to all parents of two-year students who have made good records, urging them not to be satisfied with two

years for daughters well able to profit by four years of college training. Responses from parents have indicated a fine spirit of appreciation of the work of the college and the opportunities it offers.

THE SELECTION OF STUDENTS

It is difficult in a tax-supported institution to work out a satisfactory plan of selecting students before they come to college. This fact places on such institutions the burden of selecting students after they enroll. This means that many students unfit for college attend and are discomforted and distressed at failure in an academic environment when they could have been succeeding in different surroundings. Some state institutions have worked out a scheme of intelligence and achievement tests that are very helpful. These are given before students come to college. On the basis of the results of these tests students are advised as to their rating and told whether or not they will likely succeed in college tasks. They are not refused entrance if they are graduates of standard high schools, but if they come to college they come conscious of the grave responsibility resting upon them as college students, knowing the probabilities of success or failure.

SHALL A STATE PROTECT THE INVESTMENT IT HAS MADE IN HIGHER EDUCATION?

Florida is a tourist state and naturally has the problems of a tourist state. Several other states have been troubled by the problem of a great number of teachers coming from beyond their borders and giving unnecessary competition to teachers trained within their borders. These states have found it wise to protect home trained teachers. This prevents overcrowding the profession within such states.

In our own state doctors, lawyers, and dentists have found it necessary to get protection from the legislature lest the state be swamped with a needless number of doctors, lawyers, and dentists. Why should the State of Florida make a great investment in an institution of higher learning built for the purpose of preparing teachers and permit the value of that institution to be impaired by unwarranted competition from outside? Surely our state has a right to prepare its own teachers for its public schools.

Another way in which the state can protect its investment in higher learning and at the same time protect its children from poor teachers is to raise very greatly the standard required to teach even in our smallest schools. It is an open secret that in many communities positions are awarded on the basis of influence and not on the basis of the fitness and preparation of the candidate for the position. It seems likely that the state shall find the best way by requiring that equal opportunity shall be offered to all children as to the preparation of teachers, and that positions shall be filled and salaries paid in proportion to the preparation of the teachers concerned. Our rural schools can be specially helped by an institution like ours, provided the state fosters rural school opportunities and supplements rural school salaries in proportion to the preparation of the teachers. The children in our rural schools, as the children in the villages and cities of Florida, deserve the best possible teachers. Positions should be awarded on the basis of ability, experience, and preparation.

We do not have too many college-bred teachers in Florida if a plan like the above can be worked out.

COOPERATION WITH THE LIBRARY

Of the many services offered by the library to the various departments of the college none is more appreciated by the department of education than expert help in getting up bibliographies. During the past three years the library has furnished our department with a bibliography on adult education, a bibliography on college professors and instructors, and a list of selective bibliographies on education. This has been brought up to date in October, 1932.

The records of the library show that our teachers in the School of Education are making use of the resources of the library.

REPORT FROM THE DEPARTMENT OF INDUSTRIAL ARTS

The chief purpose of this work in industrial arts is to give to students preparing to teach in the elementary schools the skills, knowledge, and appreciations that will enable them to meet the needs of the child. Opportunity is also offered for the training of supervisors of industrial arts in the elementary school and for

preparing teachers of art crafts for high school, summer camps, hospitals, and play grounds.

Aside from their vocational value, courses in industrial arts give the student the much enjoyed opportunity for self-expression in concrete materials, which leads to the acquiring of abilities that are of much value.

New courses of study will be offered as the need arises. One is now being planned for assisting teachers in high schools to correlate the arts with other subjects.

The department has a fairly adequate equipment. A new pottery kiln and some valuable illustrative material have been purchased within the year.

The instructors in industrial arts have participated to some extent in work outside of the College. Miss Wilburn served as chairman of the art groups of the Ocklockonee Teachers Association, arranging program and exhibits for the meeting; served as member of the committee for revising the arts curriculum for the state; attended the Florida Education Association and was made vice-chairman of the arts section; attended the meeting of the Southeastern Arts Association, acting as chairman of nominating committee, and was made sponsor for Florida and member of executive council of the organization. Miss Deetz and Miss Williams gave addresses at the Ocklockonee Teachers Association.

Miss Deetz organized a course of study in industrial arts for the elementary grades of Jacksonville public schools and assisted the teachers in carrying out the program. She also offered an extension course in Jacksonville.

Miss Deetz is continuing the work in Jacksonville, and Miss Williams is offering an extension course in Pensacola.

REPORT OF THE DEPARTMENT OF PHYSICAL EDUCATION

Fifty-five students are enrolled as majors in physical education. There are seventeen hundred twenty-one students in classes in physical education.

With the assistance of the college physician and the professor of health and orthopedics all students are given health grades on the basis of which their activity is prescribed. Freedom for personal choice is allowed within the range of each health grade limitation.

The department of physical education sponsors the Woman's Athletic Association; the "F" Club; Orchesis, an honor organization for students in creative dance; Physical Education Association, a professional organization for all students majoring in physical education and health education; the A. R. C. Life Saving Corps, for all senior life savers and examiners; the Outing Club, for the purpose of promoting such recreational opportunities for all students in college.

A more detailed plan of the organization and administration of the department of physical education is on file in the director's office.

SOME INTERESTING DATA AS TO

ENROLLMENT IN SCHOOL OF EDUCATION 1931-32

Number of four-year students		
Seniors	101	
Juniors	137	
Sophomores	138	
Freshmen	179	
Total number students in four-year curriculum....		555
Number of two-year students		
Sophomores	124	
Freshmen	124	
Total number of students in two-year curriculum.....		248
Total number of special students.....		22
Total number of students in School of Education 1931-32		825

NUMBER OF GRADUATES PER YEAR DURING PAST DECADE

Year	Bachelors	Two-Year Graduates
1923	9	56
1924	16	72
1925	40	139
1926	48	119
1927	73	104
1928	42	120
1929	81	144
1930	95	128
1931	113	112
1932	115	118

The constantly increasing number of graduates from the School of Education is a clear indication of the need of adequate building facilities for this division of the Florida State College for Women in its education building and in its demonstration school. The Florida State College for Women, counting all divisions, prepares more teachers for the public schools than any other institution in the state.

Respectfully submitted,

NATHANIEL M. SALLEY, Dean.

P. S.—As this report goes to press it gives me great pleasure to mention the following members of the Faculty of the School of Education who have cooperated with the State Department of Public Instruction in its revision of the public school curriculum of Florida:

Dr. Ralph L. Eyman,
Dr. Mabel Rudisill,
Miss Emily Wilburn,
Miss Katherine Montgomery,
Miss Helen Haggerty,
Miss Dorothy White,
Miss Mary Settle,
Mr. Kenneth Williams,

And the undersigned,

N. M. SALLEY.

REPORT OF THE DEAN OF THE SCHOOL OF HOME ECONOMICS

August 30, 1932.

To the President:

In previous reports I have outlined for your consideration the various subject matter divisions which together make up the field of home economics. Any attempt to study the needs and opportunities of the modern home and the responsibilities of the home maker must of necessity take into consideration the diverse elements which make up the pattern of home life.

The provision of food which is satisfying to the family and adequate nutritionally for its members calls for a background of knowledge of the nutritive requirements of the body, of the nutritive properties of foods, of market standards and conditions, and of the art of practical dietetics. Clothing must be selected with due regard to factors concerned with health and maintenance of a satisfactory standard of personal hygiene; the cost of clothing cannot be determined by mere examination of original purchase price but must include knowledge of the fabrics, the processes of their manufacture and the quality of workmanship in their relationship to durability of the garment and its suitability to the use for which it is intended. Clothing may enhance or obscure the personality of an individual and so may increase or seriously detract from the impression which he makes upon his fellows. We cannot ignore the social implications of good grooming, nor can we minimize the importance of knowledge of the use of color line and texture as they relate to the costume as a whole. The house, its furnishing and equipment, its organization and management, must contribute to and be in harmony with the pattern of family life. Specialized knowledge relating to these various elements must be reinforced by the ability to select and organize them into a functioning and harmonious whole. The relationships of the individual members to the family group as a whole and the relation of the family to the community are of vital consideration. Home life is made up of a succession of small incidents and activities. Wise guidance, based on knowledge and understanding of the opportunities and limitations of the situation, is needed to provide adequately for the growth

and development of the individuals in the group and their adjustment to society.

In a simple and more static society, traditional practices and skills which had stood the test of time could be handed on from one generation to the next. But in the complex and dynamic society of the present day, we cannot rely on rule of thumb procedures, but must keep abreast of social changes and with the advances in science and the arts, if we are to maintain a home capable of functioning in the present order. Superintendent Willis A. Sutton of the Atlanta Schools, president during 1930-31 of the National Education Association, stated in a recent address:

"The increasing complexities of home life and of civilization are making demands upon us that the bottles of older civilization cannot hold. We must, therefore, prepare a new, a stronger, a better course that will be able to preserve and strengthen our present civilization. . . . There are so many epithets that might be applied to this age. It is a commercial age; it is an electrical age; it is an age of radio; it is the age of steam; it is the age of invention; it is an industrial age. If we take the connotation of these or of a dozen other words, we shall find that home life must be reconstructed in accordance with these phrases that explain our present age. . . . Home Economics and everything that relates to it must be built around a new age, a new life."

The curriculum of the School of Home Economics must reflect the changes in our mode of living and must take cognizance of scientific advances. Courses of instruction must be so organized as to provide training for prospective homemakers and to give intensive preparation for professions growing out of former home activities. This calls for a highly trained staff and for adequate equipment and support for each of the several subject matter divisions. No one today will doubt that such different subjects of instruction as psychology and physics (though both classified under liberal arts) need teachers of widely different training and laboratory equipment of entirely different nature. Yet many unthinking persons fail to realize that different divisions in the field of home economics require teachers with specialized training and laboratory and library facilities of widely varying types.

We have been fortunate in the past in the understanding and support of our efforts which you and our governing boards have

given and we hope to merit the continuance of your interest and support.

WORK OF THE SCHOOL.

Enrollment. In the ten years during which the present dean of the school has seen service in the College, the School of Home Economics has shared in the growth of the College as a whole. From 88 majors in 1922-23 the enrollment has increased to 207 majors in 1931-32, with an enrollment in classes of nearly 500. In the last biennium the increase in enrollment in advanced classes has been particularly noticeable. In part this is due to the increased size of the junior and senior classes and in part to the demand for advanced training along specific lines as preparation for specialized positions.

Professional Opportunities of Graduates. In my last report I outlined in considerable detail the distribution of our graduates in different professional fields. The situation remains much the same, with the exception of an increase in opportunities in commercial textile and clothing positions, where, as a result of the expansion of this phase of our work during the last two years, we have been able to interest employers in consideration of our graduates. It is significant that in spite of the increased number of graduates seeking positions and of the present depressed financial conditions, we have encountered no serious placement difficulties.

Food and Nutrition. Perhaps the most significant advance in our method of teaching food and nutrition has been the effort to provide real problems for class study. One advanced class has for three years sampled and analyzed the dining room diet as a means of checking its adequacy. In the general nutrition classes animal feeding experiments have been so planned as to furnish new information concerning the value of Florida foods. In this way data have been accumulated concerning the vitamin B and G values of orange juice and avocado. During the past year family dietaries have been studied with the present emergency in mind and minimum cost diets estimated in terms of real situations.

Clothing and Textiles. The past two years have seen considerable expansion in the courses available to our students as a result of the capable work of the clothing and textile faculty and the increased facilities for work provided. Advanced work in the textile

testing was offered last year for the first time, and this year the department is cooperating with the Fine Arts and Spoken English departments through a course in Stage Costuming. Fashion analysis, through a study of individual types, provides training for advanced students with a professional interest in the work of the stylist, besides proving of infinite value to the individuals whose problems are thus analyzed.

The Home Management House. During the four years that the home management house has been open, it has increased its usefulness. The number of senior students living in the house and receiving direct training in management of a home was increased from 13 in 1928 to 30 in 1931-32. In addition, the house is always open to visitors interested to study the routing of equipment in relation to the efficiency of the work, the organization and plans for management. The resident instructor estimates that some 600 persons visited the house during 1931-32, including guests invited to enjoy the hospitality of the student groups, family and friends of College students, visitors from all parts of the state and from neighboring states, teachers, high school classes and study groups of club women.

Home Economics Education. The number of students preparing to teach has increased considerably during the biennium. Supervised teaching is provided in the Demonstration School of the College and the Leon County High School. We have been fortunate in having the direction of the program in the hands of a capable and experienced supervisor, who has been able to secure and hold the interest and cooperation of the administrative officers of these schools. The increased enrollment in teacher training classes has, however, put a heavy load upon the Associate Professor of Home Economics Education. Unless relief in the routine of supervision can be provided, it will be impossible for this work to progress as it should.

Child Development. The importance of the study of the child in relation to his home has received increasing attention from educators during the past decade. In previous reports the need for enlarging our program in child development has been discussed. Now conditions seem ripe for the building of a sound, cooperative program of child development which will utilize the facilities of the campus as a whole. I am transmitting to you as a separate report

the statement of the professor responsible for this phase of our work, in which she enlarges upon the need and opportunity for expansion of the present program. Some provision for contact with little children, in an environment approximating home conditions is essential. We are not keeping pace with progressive institutions of the country in this respect. Practically all the large departments of home economics and many smaller ones have already taken steps to provide these contacts through a so-called nursery school. Such a development here could be of wide usefulness to the women students who are our prospective homemakers, to parents throughout the state and to educators responsible for any portion of Florida's share in the parent education movement.

Graduate Work. Graduate study in Home Economics continues to attract a number of young women to the College. With the heavy teaching loads carried by the teaching staff, it has been impossible to develop this advanced work to the extent which the needs of the State would seem to warrant. Such work as we have done, however, is, we feel, of creditable grade. One master's thesis, completed during the previous biennium, has been published recently in one of the recognized scientific journals. One master's degree was granted at the close of the session of 1931-1932. A number of students, working in the summer sessions, are progressing toward an advanced degree. The new year finds six graduate students enrolled in the regular session for graduate work in home economics. There is opportunity for much needed development of this field, but successful prosecution of this work will require a lightening of the undergraduate teaching load of professors in charge of graduate work, and funds for the support of investigations at the master's level.

Research in Home Economics. For the past ten years the School has maintained a laboratory for research in nutrition, a fact which has received favorable comment from visitors to the campus and from officials of accrediting agencies. In previous reports I have listed research papers published from the laboratory and have commented upon the value to our students of contact with research. During the biennium just ended work on the chemical composition and vitamin value of the papaya has been completed and the findings are now being prepared for publication.

Such studies need to be continued and the entire research pro-

gram extended to allow opportunity for the inclusion of some investigational work as a part of the program of a larger number of staff members. There is great need for research in the various divisions of the home economics field. In Florida in particular there are problems of food, shelter, clothing and standards of living resulting from its geographic location and its climatic conditions which need extended study and investigation. Such studies would serve not only to extend the confines of our knowledge, but to meet direct needs within the State.

Cooperation with the State Department of Public Instruction. It has been our constant endeavor to cooperate with and serve the State Department of Public Instruction and the State Supervisor of Home Economics in the home economics program in the secondary schools. The Associate Professor of Home Economics Education has visited high school departments over the state as requested by the State Supervisor, and she and other members of the College staff have attended and spoken before teachers' meetings in all parts of the State.

For the past two years the College has been hostess to the Annual Conference of Teachers of Vocational Home Economics and the entire home economics staff has participated in the work of these conferences. From fifty to seventy-five teachers have been in attendance at these meetings, and we look forward to increased attendance in this and coming years.

The dean of the School, the Associate Professor of Home Economics Education and certain of the subject matter teachers have worked with the State Department in its program of curriculum revision in the high schools of the State. In addition to the conferences, both formal and informal, in which we have participated, the College in close cooperation with the State Supervisor of Home Economics sponsored, during the summer session, a course in curriculum revision and offered supporting subject matter courses to supplement the production course. While the work of revision of the high school courses was by no means finished at the end of the summer session, the general plan had been formulated and the details of the work discussed.

Cooperation with the State Home Demonstration Staff. The College staff has cooperated in various ways with the home demon-

stration division, through conferences, attendance at meetings and participation in club activities. The Instructor in textiles and clothing in particular has worked with county agents and groups of club women, leading discussions of clothing problems and demonstrating home craft work of a type useful in their production programs. A bulletin outlining a study program in clothing is now ready for publication. Classes in home demonstration methods have assisted in club programs to the mutual benefit of agent and student.

Professional Activities of the Staff of the School of Home Economics. During the biennium three members of the staff, holding master's degrees, have advanced their studies considerably toward the doctor's degree. Others have used their vacations for professional improvement not receiving formal credit toward a degree. Still other members of the staff have been active professionally through publications and participation in the program of professional organizations such as the American Home Economics Association, the State Congress of Parents and Teachers, the Florida Dental Society, the Florida Education Association and the Florida State Conference of Social Work. A number of publications by members of the staff are based on research prosecuted elsewhere, which, while contributing to the recognition of the school abroad, are not listed here. The following papers, published or in preparation, may be credited entirely to work done at the College:

RESEARCH PAPERS

Sandels, M. R. and Grady, E.; Dietary practices in relation to the incidence of pellagra. I. A study of family dietaries in Leon County, Fla. *Archives of Internal Medicine*, 50, 362 (Sept.), 1932.

Sandels, M. R. and Schuck, C.; Vitamin B and G content of orange juice and avocado. In preparation.

Sandels, M. R. and Schuck, C.; Wheat of different varieties as source of vitamin B. In preparation.

Maxwell, M.; The Chemical composition of the papaya grown in Florida. Master's thesis, 1932. Unpublished.

Tilt, J.; The vitamin B and G content of the papaya. In preparation.

REVIEWS AND SHORT PAPERS

Tilt, J.; The relation of nutrition to dental caries. *Florida Dental Journal*, Feb., 1932.

NEEDS OF THE SCHOOL.

A detailed statement of the needs of the School for the biennium, together with recommendations for the budget, have already been submitted for your consideration. In asking for maintenance and support of the program of work of the School of Home Economics, may I call your attention to the following:

1. The provision of adequate laboratory facilities for advanced work is needed (a) to provide additional equipment needed as result of increased size of classes already scheduled; (b) to allow the addition of advanced courses needed in the preparation of students for professional use; (c) the replacement of old and obsolete equipment by modern and efficient equipment.

2. Relief in the heavy teaching loads of certain members of the staff will give opportunity for (a) more effective teaching of students in the College; (b) greater service to the women of the state through correspondence, conferences and bulletin material.

In conclusion, may I remind you that increase in the efficiency of the work of the school is reflected directly in the earning capacity of our graduates, and should in increasing degree be reflected in the homes of the state.

Respectfully submitted,

MARGARET R. SANDELS, *Dean*,

School of Home Economics.

REPORT OF THE DEAN OF THE SCHOOL OF MUSIC

August 1, 1932.

To the President:

I have the honor of submitting the following report of the School of Music for the biennium ending June 30, 1932:

ACCREDITED BY NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

The School of Music applied in November, 1930, for admission to the National Association of Schools of Music. After being duly examined the School of Music was accepted at the national meeting in St. Louis in December, 1930, and was accredited by that organization. The Florida State College School of Music has the honor of being the first state school in the south accepted and accredited without probation by the National Association of Schools of Music.

COURSES

In September, 1930, the department of theory and organ was divided into two departments. This has made it possible to organize and offer a four-year curriculum leading to the B. M. degree in Composition. In September, 1931, a professional cellist became a member of the faculty, thus strengthening the opportunities for the cello major. The School of Music serves in preparing students in music as a vocation and an avocation. In the vocational field there is a choice of majors in piano, voice, organ, violin, cello, composition, or public school music—all leading to the B. M. degree. All alumnae who received the B. M. degree in Public School Music have obtained positions. These graduates are prepared to supervise public school music; also to organize, teach, and direct school orchestras. They are given courses in drama, art, and stagecraft, planned especially to assist them in producing operettas. In addition to the special courses, these students have also an academic background. The School of Music gives courses in Public School Music to those students in the School of Education preparing to teach in the grades. This work is coordinated with the courses given the specially trained music supervisor. As an avocation, the School of Music gives instruction in applied and theoretical music to students majoring in the other schools of the College.

EQUIPMENT

In the summer of 1930 the School of Music fell heir to the old frame gymnasium. The interior of this building has been reconstructed to contain a recital hall with 175 opera chairs, an office and studio for the Dean, five studios, two practice rooms, and a public school music class room. The rooms are far from sound proof, though protected wherever possible by corridors and book rooms between studios. The School of Music is still looking forward to the day when it will have a new building commensurate with its needs and outlook.

In the summer of 1931 the echo organ to the Skinner four-manual organ in the Auditorium was installed. This echo organ has a separate two-manual console in order to serve as additional practice opportunity for the organ students. The main organ still needs a number of stops for its completion.

STUDENT ACTIVITIES

The College Orchestra and the College Glee Club continue in their higher artistic development under the direction of members of the School of Music faculty.

COLLEGE ARTIST SERIES

SEASON OF 1930-31

Music and Drama. The Opera Comique Company in "The Tales of Hoffman" by Offenbach; The Barrere Little Symphony; Carlo Zecchi, pianist; Kathryn Meisle, contralto; Sigurd Nilssen, basso; Bergman Players in Booth Tarkington's "The Intimate Strangers"; the Westminster Choir; Adolph Steuterman, organist.

Art Exhibitions. Exhibition of Prints, Exhibition of Sculpture, Exhibition of Modern Austrian Painting, Exhibition of Indian Arts and Crafts, Exhibition of Modern American Paintings.

SEASON OF 1931-32

Music and Drama. Florence Austral, soprano, and John Amadio, flautist; New York String Quartet; Victor Chenkin, actor-singer; Martha Graham, dancer; Lennox Robinson, lecturer on Irish drama; Abbey Irish Players in "The Play Boy of the Western World" by Synge, "The Whiteheaded Boy" by Lennox Robinson, and "Juno and the Paycock" by O'Casey; Michael Press, violinist; and Kathryn Reece Haun, soprano.

Art Exhibitions. East Indian Water colors; 35 Examples of Contemporary Sculpture; Prints by Contemporary Artists—Etchings, Lithographs; Modern Hungarian Paintings.

Respectfully submitted,

ELLA SCOBLE OPPERMAN, *Dean,*

School of Music.

REPORT OF THE CHAIRMAN OF THE GRADUATE COMMITTEE

August 10, 1932.

To the President:

Probably no field of higher education is undergoing a more critical examination and a more complete reconstruction than that of graduate work. The College in this matter reflects the attitudes of the institutions of higher learning throughout the country. The basic objectives of graduate work, the methods of conducting it, the requisites in teaching personnel and in material equipment are unsolved problems with us as they are with other organizations.

A report on the spirit with which the college staff is attacking these problems must necessarily be subjective. However, those who have observed the development of the work for a decade or more agree that there has been a remarkable growth in interest in graduate work and in the willingness to assume the additional burdens that the program involves. The problems are receiving the best thought of many individuals and have, in a true sense, become the problems of the institution as a whole; at least two faculty groups have centered study programs about the objectives and procedures in graduate work, and the governmental bodies of the College to whom the work has been delegated have studied it in great detail.

This condition is gratifying and holds the promise for the future growth of the work. Any prediction for the future must be tentative, but in the formulation of plans a number of tendencies appear that deserve mention. Training the student for research tasks and for possible additional work in other institutions will be minimized. The higher training is seen more than ever in the light of the fundamental needs of the state. The training will aim at a broader vision for those who serve in the public schools; equally important will be the building of an informed leadership and an enlightened public opinion on the multitude of questions that confront us as a growing state. To this service the College will offer its resources in a trained faculty and in the facilities of library and laboratory.

The need of graduate training in a developing state becomes clearer and more insistent through the years. The standard train-

ing for teachers in the elementary grades has become four years of college work. Supervisors and others rendering specialized services will have a higher degree; high school teachers and those occupying executive positions are today being drawn from those who offer advanced training. Not only in the educational field, but in industrial, social, and economic affairs we shall need, to look for definitely trained men and women to guide us. To those who see all progress conditioned on an enlightened and informed leadership the need for fuller training in the underlying facts that bear on modern life appears pressing indeed.

Unless our state will provide adequately for higher training our citizens will continue to seek such training in other educational centers. This practice defeats in part the purpose of higher education. We need, first of all, to identify our leaders with the problems of our own state rather than the problems of other states, and, secondly, the College needs to be brought closer to the people by its participation in the work of advancing the life of the state. Although the necessary facts for making a definite judgment are not available, it is probably true that the annual expenses of our citizens in other colleges and universities would suffice to maintain our own graduate work.

During the biennium the graduate work of the College has continued its development in several directions. A formal inquiry of each department during the present year revealed the encouraging fact that probably all departments are conscious of the additional service that can be rendered through graduate instruction. In some instances efforts are being made to provide adequate library and laboratory facilities for advanced study that will require years to bring to completion. More important is the fact that each department reports that its present material facilities are adequate for graduate work in important sections of the departmental field.

Although the completed research for the master's degree is of much less importance than the person who was trained by means of a research problem, attention should be called to studies that have been completed or that are well under way. Two studies of the literature and the life of European cultures were completed by teachers of foreign language of the state; this will undoubtedly affect all of the subsequent work of these women. The plants of northern Florida were intensively studied and facts were brought

out that will assist the state in utilizing more fully its economic resources and in perfecting its program of beautification; the course of study in our public schools, particularly in home economics and science, is being shaped by the work of a number of our graduate students; the third year of intensive study of an abnormal child gave encouraging results that are of large value to others that are afflicted; two studies on color vision developed a technique of measurement and gave results that are now given to all of our students in regular courses; the papaya, a Florida fruit of unknown possibilities, was studied in the laboratory for research in nutrition and significant facts were discovered; the important social phenomenon, suggestion, is being studied experimentally; a comprehensive study of the content of music courses in the elementary schools of the United States has been made available; the investigation of problems in the manufacture of paper and rosin from Florida trees has been undertaken in the chemical laboratory; a number of practical investigations designed to compare different methods of teaching and of measuring the results of teaching are either completed or have advanced far enough to result in conclusions that are of value and interest to students of education. In all of these studies it is important to emphasize not the new knowledge that may have been gained, but the liberalizing effect of such study on student and teacher.

The graduate enrollment, although of secondary importance in evaluating the status of the graduate work of the College, reflects normal conditions of growth. The following tabulation gives the enrollment for each year of the past decade:

ENROLLMENT OF GRADUATE STUDENTS, 1922-1932

	Regular Year	Summer Session
1922-23	1	0
1923-24	0	0
1924-25	0	0
1925-26	3	8
1926-27	4	7
1927-28	3	9
1928-29	10	14
1929-30	8	22
1930-31	11	32
1931-32	10	44

These figures show a small and relatively stationary attendance during the regular college year but a consistently increasing at-

tendance during the summer sessions. Probably the best interpretation of the figures on attendance is that students are taking advantage of the facilities offered by the College. We are rarely able to meet any special requirements of prospective students, and these necessarily go to other institutions.

The task for the coming years lies in several directions. Basic in all plans is our obligation to provide the very best in graduate training to all students we may accept. Our standards needs to be defined in terms of what students will need in their years of productive learning. The available resources of the College should be directed further to training on the graduate level. The expansion in the work that only additional funds can provide should, first of all, be applied to lightening the load of teachers for whom graduate courses are now generally an added task; each of the major departments should be able to offer a minimum of two graduate courses. The wisdom of liberal help would, I believe, be recognized by all competent students of the problem. Material facilities such as study rooms and increased library and laboratory equipment are essential elements in the program for the future. The sentiment in the College is unmistakably in favor of providing adequate and reasonably complete facilities for performing efficiently a service that the state requires.

Respectfully submitted,

P. F. FINNER, *Chairman*,

Committee on Graduate Work.

REPORT OF THE DEAN OF STUDENTS

To the President:

I beg to submit for your consideration the following report for the biennium 1930-32.

ORGANIZATION

The personnel of the division of the home department pertaining to the housing of students and to the supervision of student life consists of the Dean of Students, the Secretary to the Dean of Students, the Director of Off-campus Housing, the Director of Residence Halls, four Social Directors, four House Directors, two Night Directors, and a Residence Hall Secretary.

The work of the Residence Hall Directors is each year enlarging in scope and in importance. The halls are now being maintained as separate units and each Social Director has direct supervision of the students under her. Permanent records of the information and knowledge gained by each of these Directors during the four years of her contact with each student is recorded by means of personnel record cards, made in duplicate and filed in each office for final filing in the Office of the Dean of Students and in the Office of the Personnel Director. If the student moves from hall to hall, her record goes with her and aids the new Director in getting a broader view of the student's college life. This type of work necessitates the closest working together of the Directors. These Directors are directly responsible to the Director of Halls who unitizes the work of the system. The Director of Halls keeps the Dean of Students informed on all matters other than those of routine work and confers with her frequently in regard to any new matter requiring joint decision.

HOUSING SITUATION

Place	Chaperonage	Capacity	
		1930-31	1931-32
Gilchrist Hall	Two Directors	290	290
Reynolds Hall	Two Directors	213	213
Jennie Murphree Hall	Two Directors	308	308
Bryan-Broward Halls (a unit).....	Two Directors	302	302
28 Approved Houses in 1930-31.....	Householder	184	
26 Approved Houses in 1931-32.....	Householder		188
17 Sorority Houses in 1930-31.....	Full-time Chaperon.....	320	
18 Sorority Houses in 1931-32.....	Full-time Chaperon.....		322
		Enrolled	
Day Students	Parents or Guardians	146	143

Freshman Halls. This year two halls were set aside for the housing of freshman students. In each hall there is a Social Director, a House Director and two Office Assistants. The College Government Association has placed there several upper class student advisers who are working with the Dean of Students, the Directors, and the student officers in formulating plans and assisting freshmen to become easily and happily adjusted to their new surroundings. This plan has been adopted in a number of the largest and best educational institutions in this country and it has proved very successful.

Off-campus Housing. During the last few years every effort has been made to keep the approved homes for off-campus students on the same high level as those of the residence halls. Observation has shown that homes housing a larger number of students have been more successful in approaching the standards of our residence halls. For this reason it has been found best to decrease the number of small approved houses for undergraduate students and to try to interest householders in increasing their equipment to care for a larger number of students. The small houses previously used are now placed on the approved list for mature and graduate students. The householders are endeavoring to make their homes more and more attractive and are giving this office close cooperation.

The change which was made in the College Government Association organization beginning last year which provided an additional Vice-president, has permitted the First Vice-president of the organization to devote more time in assisting with off-campus problems.

Out-of-State girls cannot under the regulations of the Board of Control of Florida be housed in our residence halls, so they have no choice but to live in approved off-campus houses during their entire college careers unless they become members of a national sorority which has a home under college supervision. In such a case they are permitted to move into the sorority houses as soon as they have absolved the requirements of the College as to grades and other matters.

Sororities. At present there are eighteen national sororities on this campus. All have rented, built or are building large and commodious homes which assist in the housing situation through the

number of fraternity girls who live in these homes. These sororities are supervised and chaperoned by capable and cultured women who are responsible to the Director of Off-campus Housing and the Dean of Students. The sorority homes are under the same regulations as the residence halls and have a College Government officer especially assigned to work with the members towards the carrying out of the college regulations.

Day Students and Commuters. During this year there has been an increasing number of students registered from Tallahassee and the surrounding districts. In a number of cases students have commuted from nearby towns. During this past Summer School students have commuted from as great a distance as seventy-five miles. While the College assumes no responsibility for students living at home, everything possible has been done to make them feel their responsibility to the College and to emphasize our interest in them. A Rest Room which has been recently provided has been one means of showing that we desire to make them comfortable during the time that they are here.

State Short Course for 4-H Club Girls. Another way in which our College contributes to the development of young women and girls is in the opportunities which we have of offering housing facilities to the State Short Course for 4-H Club girls. At this time all the residence halls are open for their use and our social directors are kept here for the purpose of meeting the needs of the agents and these girls.

SUMMER SCHOOL

The Summer Schools of 1931-32 have been unusually successful. The enrollment has steadily increased. This year has been larger than ever before. The social life of the students has been maintained on a high level. Beginning in the summer of 1931 the position of Director of Social and Religious Activities was created to do the work that had been done up to that time by the Y. W. C. A. Secretary. The new office with its larger scope and wider field has proved extremely satisfactory. A few examples of the social calendar of the summer are: Early Sunday morning services held by a different minister of the City Churches, lectures and readings by members of the faculty and prominent visitors, parties, story hours, concerts and plays, and trips to near-by points of interest.

The work for this year shows a marked improvement over that of last year due partly to the fact that it has preceded by a year of experiment, also to the fact that the students now recognize this as part of their college life and give it their cooperation.

During this summer school the south wing of Broward Hall was set aside for graduate and mature students. One of the directors was appointed to have charge of this wing of the Building, and though she had her regular work to perform in addition to her assignment to the Graduate Hall, she made the students feel her interest in them. If the number of graduate students continue to increase, we shall arrange for more space next year.

SOCIAL LIFE

For many years the student body has been building up beautiful traditions surrounding its Alma Mater. These are exemplified in pageants and in the social activities of the group. A few of the examples of this as mentioned in the calendar are: Torch night, Recognition of Y. W. C. A. members, Fealty Ceremony, Thanksgiving Home Coming, Senior Christmas Party, Tapping of Freshman Commission, and Freshman Cabinet, Senior Coronation, Junior Minstrel, Junior-Senior Prom and May Day Celebrations. There are many more of a high-class, all of which contribute to the building of the esprit de corps of the institution. In addition to these, the College provides entertainments in the form of Artist Series which are composed of recitals, or lectures by well-known musicians, lecturers, dramatists. Throughout the year prominent guests of Florida are entertained and the students have an opportunity of meeting these outstanding people. In other words the College attempts to surround the students with the finest advantages that can be obtained through personal contacts.

IMPROVEMENTS

One of the greatest needs of the College has been better laundry facilities, as up to the present time the laundry equipment in the halls has been insufficient. During the last few months a laundry and drying room has been installed in Reynolds Hall and has been under the management of a capable woman. A small fee is charged for the use of the laundry. This charge takes care of the running expenses. This laundry will fill a need long felt by the

students and will aid in establishing a more nearly ideal condition in the halls.

Camp Flastocowo. Due to the repeated calls for opportunities to use our college camp, Camp Flastocowo was enlarged and the home occupied by the Camp Custodian was converted into a new student camp while a new home was built for him. A telephone was installed and at present we have one of the most modern and commodious camps in the country and one of the most carefully controlled and supervised. This camp affords one of our most popular recreational activities and we are fortunate indeed in having such a place to aid in the development of moral and social characteristics.

Rest Room. During the last two years an increasing number of students living in Tallahassee as well as those commuting from nearby towns have enrolled with us. For the comfort of these day students a room has been set aside in the main building and equipped with cots and comfortable chairs. This rest room was greatly needed and many expressions of appreciation have been heard from the students who are entitled to its use.

Infirmary. In my last report I stressed the fact that the Infirmary was hardly adequate for the needs of our growing student body and that it was evident that before long there must be an enlargement in the building with an increase in the number of beds to meet our growing needs. While no enlargement has been made in the actual size of the building, certain large rooms in the Infirmary have been divided into offices which have released other rooms for use, permitting the placing of several more beds. The kitchen also has been modernized and the whole building renovated and redecorated.

BUILDINGS NEEDED

At present we have definite need of another residence hall to adequately house our increasing enrollment. This would relieve the off-campus situation and permit us to have a closer supervision over the lives of the students who now live out of our residence halls.

Another need that has been with us for a number of years and is now growing in intensity is the need of a student activity building, a student building devoted to the extra-curriculum and other needs of the student group.

BUDGET

At present the Dean of Students has a small budget from which funds are obtained to finance high-class social affairs. During the year this fund was used for the following entertainments: Reception for the Freshmen, After-dinner coffee at Homecoming, Senior Christmas Party, Reception for Distinguished Visitors, Social Worker's Conference, and one reception a year for student occupants in each hall, Reception for Graduate Students, Summer School Banquet decorations, and incidental expenses for the several parties during the Summer School. While the fund is not large, by careful management it has been adequate for all social needs.

The Office of the Dean of Students is also on a limited budget which will be adequate for the coming biennium.

Respectfully submitted,

CHARLOTTE M. BECKHAM,

Dean of Students.

REPORT OF THE REGISTRAR

To the President:

As Registrar of the College it is my pleasure to submit to you my report for the scholastic years 1930-31 and 1931-32, and for the summer terms 1931 and 1932.

I came to the College as your Registrar in September, 1930. I began my work with the fall registration, and have directed and handled all registration since that time.

I. STUDENT STATISTICS

1. Regular Session.

The following tables indicate the student enrollment for the years 1930-31 and 1931-32:

TABLE I
ENROLLMENT BY DIVISIONS

Division	1930-31	1931-32
College of Arts and Sciences.....	672	643
School of Education	838	827
School of Home Economics	183	207
School of Music	89	89
Graduate Students	10	10
	<hr/>	<hr/>
	1792	1776

From the above table it will be noticed that there was a slight decrease in enrollment in 1931-32 in the College of Arts and Sciences and the School of Education. The School of Home Economics had a 13% increase for the same year, and the enrollment in the School of Music, and in the Graduate Division remained the same. The enrollment for the year in all divisions shows a decrease of 16 over the previous year, which is less than a 1% decrease.

TABLE II
ENROLLMENT BY CLASSES

Class	1930-31	1931-32
Freshmen	699	646
Sophomore	525	483
Junior	239	325
Senior	246	243
Graduate	10	10
Adult Special	73	69
	<hr/>	<hr/>
	1792	1776

This table shows the decrease in enrollment for 1931-32 indicated in Table I to be in the Freshman and Sophomore years; there being a decrease of 53 in the Freshman class and 41 in the Sophomore class. This would seem to indicate that in times of economic depression and financial stress, parents make a greater effort to send upper classmen back to college than to send girls who have just graduated from High School. There was a 36% increase in the number of Juniors for this same year, though the number of Seniors decreased by 3. There was also a slight decrease in the number of Adult Specials.

TABLE III
ENROLLMENT AND ATTENDANCE BY MONTHS

Month	1930-31		No. Close of Month
	Entered	Withdrew	
September	1720	10	1710
October	8	7	1711
November	3	19	1695
December	0	22	1673
January	1	95	1579
February	59*	45	1593
March	0	14	1579
April	5	12	1572
May	1*	14	1559
1931-32			
September	1684	3	1681
October	11	7	1685
November	1	5	1681
December	5*	11	1675
January	1	102	1574
February	72*	30	1616
March	2	15	1603
April	3	15	1591
May	0	19	1572

Table III indicates the enrollment, the withdrawals and the number actually attending classes each month of the academic years 1930-31 and 1931-32. An interesting observation here is that not-

* Four of the number entering in February entered first of year, later withdrew, then re-entered in February (1930-31). Student entering in May entered first of year, later withdrew, then re-entered in May (1930-31). 1 of the number entering in December entered first of year, later withdrew, then re-entered in December (1931-32). 2 of the number entering in February entered first of year, later withdrew, then re-entered in February (1931-32).

withstanding the fact that the total enrollment for 1930-31 was considerably greater than for 1931-32, yet there were more students in actual attendance the second semester in 1931-32 than in 1930-31.

TABLE IV

ENROLLMENT BY COUNTIES

County	1930-31	1931-32	County	1930-31	1931-32
Alachua	55	61	Lee	27	25
Baker	1	0	Leon	179	169
Bay	17	16	Levy	6	6
Bradford	1	4	Liberty	3	5
Brevard	19	21	Madison	17	15
Broward	26	20	Manatee	32	27
Calhoun	3	7	Marion	29	36
Charlotte	2	5	Martin	2	4
Citrus	6	5	Monroe	9	9
Clay	3	7	Nassau	8	5
Collier	2	3	Okaloosa	5	5
Columbia	10	12	Okeechobee	3	2
Dade	122	127	Orange	51	57
DeSoto	12	12	Osceola	17	14
Dixie	2	2	Palm Beach	64	59
Duval	169	175	Pasco	10	12
Escambia	56	57	Pinellas	70	82
Flagler	2	1	Polk	96	87
Franklin	12	10	Putnam	21	18
Gadsden	45	53	St. Johns	18	18
Gilchrist	5	6	St. Lucie	10	13
Glades	1	0	Santa Rosa	9	13
Gulf	1	1	Sarasota	16	6
Hamilton	7	5	Seminole	23	17
Hardee	17	14	Sumter	12	10
Hendry	5	5	Suwanee	11	10
Hernando	10	7	Taylor	8	7
Highlands	6	13	Union	4	5
Hillsboro	179	176	Volusia	47	42
Holmes	6	2	Wakulla	1	1
Indian River	7	7	Walton	9	9
Jackson	24	29	Washington	7	5
Jefferson	11	9			
Lake	30	27		1700	1692
OUT-OF-STATE					
Alabama	26	16	Central America	1	0
California	0	1	Connecticut	1	1
Canal Zone	1	1	Cuba	1	1

Dist. of Columbia..	3	2	New York	3	1
Georgia	30	31	North Carolina	5	5
Illinois	1	1	Pennsylvania	1	0
Indiana	2	1	Philippine Islands..	0	1
Kentucky	0	1	South Carolina	2	2
Louisiana	2	1	Tennessee	7	4
Maine	1	0	Texas	2	3
Massachusetts	0	3	Vermont	2	0
Michigan	1	1	West Virginia	0	1
Minnesota	0	1			
Mississippi	0	1		92	84
Missouri	0	1			
New Jersey	0	3	Total	1792	1776

2. Summer Session.

TABLE V
ENROLLMENT BY DIVISIONS

Division	S. S. 1931	S. S. 1932
College of Arts and Sciences	122	152
School of Education	657	681
School of Home Economics	74	71
School of Music	30	29
Graduate Division	30	22
	913	955

TABLE VI

ENROLLMENT BY COUNTIES

County	S. S. 1931	S. S. 1932	County	S. S. 1931	S. S. 1932
Alachua	4	9	Gadsden	50	82
Bay	13	15	Gilchrist	1	2
Bradford	1	4	Gulf	2	2
Brevard	4	8	Hamilton	7	8
Broward	4	7	Hardee	7	5
Calhoun	4	4	Hendry	0	3
Charlotte	1	3	Hernando	4	3
Citrus	4	4	Highlands	5	0
Clay	1	2	Hillsboro	56	61
Collier	1	2	Holmes	13	11
Columbia	7	9	Indian River	4	1
Dade	32	24	Jackson	30	31
DeSoto	6	5	Jefferson	22	13
Dixie	0	2	Lake	5	4
Duval	67	64	Lee	12	15
Escambia	56	69	Leon	142	159
Flagler	1	1	Levy	4	1
Franklin	8	7	Liberty	8	9

County	S. S. 1931	S. S. 1932	County	S. S. 1931	S. S. 1932
Madison	14	5	St. Johns	0	2
Manatee	13	8	St. Lucie	6	2
Marion	7	9	Santa Rosa	26	34
Martin	2	1	Sarasota	2	1
Monroe	6	9	Seminole	8	12
Nassau	4	2	Sumter	7	9
Okaloosa	14	18	Suwanee	13	4
Okeechobee	2	0	Taylor	7	4
Orange	13	17	Union	0	1
Osceola	5	6	Volusia	12	16
Palm Beach	17	15	Wakulla	4	11
Pasco	10	8	Walton	7	17
Pinellas	16	17	Washington	8	9
Polk	25	19			
Putnam	3	5		837	910

OUT-OF-STATE

Alabama	22	7	North Carolina	1	1
Colorado	1	0	Pennsylvania	0	1
Dist. of Columbia	0	1	South Carolina	2	1
Georgia	40	29	Tennessee	1	0
Illinois	0	3	West Virginia	2	1
Indiana	1	0			
Louisiana	3	0		76	45
Massachusetts	1	0			
Mississippi	2	1	Total	913	955

General information regarding Summer Sessions:

	S. S. 1931	S. S. 1932
Total Enrollment:		
Number of Men	38	48
Number of Women	875	907
	913	955
Students who had never attended the College before:		
Number of Men	23	26
Number of Women	177	181
	200	207
Students attending Summer Session who also attended the previous regular session	292	304
Number of students working for extension of certificate	226	294

Enrollment over a period of ten years which shows the continuous growth of the College both during the regular and the summer sessions.

1. Regular Session

Year	Total Enrollment	Year	Total Enrollment
1922-23	777	1927-28	1434
1923-24	964	1928-29	1594
1924-25	1208	1929-30	1642
1925-26	1397	1930-31	1792
1926-27	1361	1931-32	1776

2. Summer Session

1923	585	1928	766
1924	526	1929	766
1925	529	1930	876
1926	542	1931	913
1927	692	1932	955

II. GRADUATION STATISTICS

1. Regular Session

Division and degrees	1930-31	1931-32
Graduate Division:		
Master of Arts	1	1
Master of Science	1	2
College of Arts and Sciences:		
Bachelor of Arts	78	66
Bachelor of Science	8	8
Bachelor of Arts in Commerce	8	6
Bachelor of Science in Commerce	1	0
Certificates in Speech	6	2
School of Education:		
Bachelor of Arts in Education	48	51
Bachelor of Science in Education	40	29
Two-Year Diploma	60	55
School of Home Economics:		
Bachelor of Science in Home Economics....	17	21
Bachelor of Science in Nursing	0	1
School of Music:		
Bachelor of Music in Organ	1	0
Bachelor of Music in Voice	1	0
Bachelor of Music in Piano	0	3
Bachelor of Music in Public School Music..	5	1
Bachelor of Music in Piano and Public School Music	1	0
Certificate in Piano	3	3
Certificate in Violin	0	3
	279	252

2. Summer Session

Division and degrees	S. S. 1931	S. S. 1932
Graduate Division :		
Master of Arts	2	0
Master of Science	1	1
College of Arts and Sciences :		
Bachelor of Arts	10	9
Bachelor of Science	0	4
Bachelor of Arts in Commerce.....	1	1
Bachelor of Science in Commerce.....	0	3
School of Education :		
Bachelor of Arts in Education	17	20
Bachelor of Science in Education	9	13
Two-Year Diploma	52	61
School of Home Economics :		
Bachelor of Science in Home Economics...	3	5
School of Music :		
Postgraduate diploma in Piano	1	0
Bachelor of Music in Piano	2	0
Bachelor of Music in Public School Music	1	2
Certificate in Piano	1	0
	100	119

III. THE REGISTRAR'S OFFICE

1. Some Difficult Problems Encountered.

Since coming into the office in September, 1930, I have encountered many interesting and difficult problems.

I came into the office just at the beginning of the reorganization under the New Constitution. The Constitution provided for a Registrar and partially outlined his duties. There did not exist in the minds of the faculty a clear conception of the work of the office. I have found it most interesting to really try to find my exact place in the scheme of things. With the splendid cooperation of the Deans and faculty I feel that the office is becoming more and more a central clearing-house for information and service. It has been a difficult task, in so short a time, to dig into and become acquainted with the policies, regulations and traditions of the College.

One of my most trying and difficult situations encountered was in the fall of 1931 when the Education Building was condemned and all classes and offices ordered to find new quarters. The class-

rooms in other buildings were already filled practically every hour during the day. Then to have one of our Major Buildings closed caused what seemed at first to be an impossible task; namely to find class rooms and offices for all departments previously housed in this Building. By using as classrooms all available space on the campus, such as faculty conference rooms, storage rooms, offices, hallways, campus cottages, and dormitory lounges, we finally found room for every class and officer. The fact that the new wing of the History Building was nearing completion at this time made it possible for us to use a part of this space before it was completed, and with the splendid cooperation of the contractor, Mr. Raymond, we were permitted to do this.

2. Much Needed Help.

The tremendous amount of detailed, clerical work makes it impossible for the office to be of the greatest service to the College, with the present staff. We are not able to do the research work, gather and interpret the data which would be of the greatest benefit to the College, because of lack of sufficient help. I feel very keenly the fact that we are not able to do many things that would make the office more efficient and useful. I hope at the earliest date possible we may have another full time assistant in the office.

3. Crowded Quarters.

Our work is also greatly hampered and retarded for the lack of ample working space. The efficiency of our work and also the amount of work accomplished each day is greatly affected because of inadequate space. The very particular work of handling records and recording students' grades must be done in a crowded room with all the confusion of three or four typewriters, or the constant talk of many students who find it quite necessary to come to the office for assistance and information. I very strongly recommend and urge that we be given more space just as soon as the crowded conditions on the campus are somewhat alleviated.

4. Our Records Not Properly Protected.

I feel very keenly the responsibility of the care and protection of our student records. We are able to truck into the vault at night some of the permanent student records, but hundreds of records are left in the office continuously, day and night. In case

of a destructive fire our records would be destroyed and we would find it difficult and expensive to reproduce them. We greatly need fireproof filing equipment in the office. A bank would not think of operating without adequate protection of the deposits and records of its depositors. We are keeping the records of a four-year investment of thousands of Florida's finest young women and we should surely protect them as securely as the bank protects its depositors' records. It will not be expensive to fit the office with fireproof files, and a fireproof cabinet for our kardex records, and I respectfully recommend that this be done as soon as possible.

Respectfully submitted,

S. R. DOYLE, *Registrar.*

REPORT OF THE LIBRARIAN

July 28, 1932.

To the President:

I submit the following report of the Library for the biennium July 1, 1930 through June 30, 1932.

Appendices attached to this report give the growth of the resources of the library over a period of ten years July 1, 1922-June 30, 1932 and also show the increased use of the library during the years for which such statistics have been kept. It has been estimated that the average American college library doubles its book collection every 20 years. The Library of F. S. C. W. has almost *trebled* since 1922, a period of *ten* years.

SIZE AND GROWTH

Books. The total number of volumes in the library on July 30, 1932 was 48,836, a net increase of 12,486 volumes during the biennium. The distribution of these accessions is as follows:

General library	10,300
Browsing Room	2,148
Library Science	630
	<hr/>
Total	13,078
Less withdrawals	592
	<hr/>
Net gain	12,486

Periodicals. The number of periodicals currently received was 439 titles, an increase of 89 titles over the preceding biennium. During the two years covered by this report several magazines ceased publication or merged with other magazines, hence the total number of subscriptions as of June 30, 1932 was 431.

Newspapers. The number of newspapers received was 34, three of which were bought, while 31 came as gifts from publishers in Florida and other states.

Pamphlets. There are in round numbers 10,000 pamphlets in the library. Of these 4000 were added during the biennium.

Pictures. The picture collection includes 1350 pictures, over 500 of which are mounted and filed. This collection is one of the projects begun during the biennium. It has proved its worth many times.

Gifts. This biennium was outstanding in gifts to the library, especially for the Browsing Room, a room solely for recreational reading. The Carnegie Corporation of New York in November, 1930, gave \$5,000.00 for the purchase of books for this room. With this money over 2000 volumes of well-printed, beautifully illustrated editions of fiction, poetry, essays, drama, biography, history, and travel have been purchased.

The gift of the Class of 1932 to the College was \$500.00 for the purchase of additional furniture for the Browsing Room.

The Carnegie Endowment for International Peace has continued its valuable gifts in the fields of Economics and International Law. Both Senator Fletcher and Representative Tom Yon have been generous in supplying gratis many government publications.

Some important purchases. Among other important purchases of the biennium are the following:

FILES OF PERIODICALS:

- American Journal of Psychology v.1-20.
- Biochemical Journal v.1-21.
- British Journal of Psychology v.1-17.
- Bulletin of the Amer. Assn. of Univ. Professors v.1-15.
- The Family v.1-9.
- Fortune v.1-3.
- Georgia Historical Quarterly v.1, 2, 4, 9-15.
- Good Housekeeping v.74-90.
- Journal of Animal Behavior v.1-6.
- Journal of the Amer. Medical Assn. v.1-69.
- Psychological Bulletin v.1-8.
- Science Abstracts (Physics) 30 vols.

REFERENCE BOOKS:

Anthologies

- Brewer. The World's Best Essays. 10v.
- Mazade. Anthologie des postes francais des origines a nos jours. 4v.
- Warner. Library of the World's Best Literature. 30v.

Bibliography

- Bibliographies of Boswell, Browning, Goldsmith, Hawthorne, Lowell, Shakespeare, and others.
- Allison. Guide to Historical Literature.
- Eaton and Harrison. A Bibliography of Social Surveys.
- Meisel. Bibliography of American Natural History. 3v.
- Smith. A Bibliography of Museums and Museum Work.
- Wilson. A Bibliography of Persia.

Biography

- Cattell. Leaders in Education.
 Fielding. Dictionary of American Sculptors, Painters, and Engravers.
 Living Authors.
 Wallace. Dictionary of Canadian Biography.
 Who Was Who. 2v.
 Who's Who in Government. v.1 and Supplement.

Fine Arts

- Allemagne. Les accessoires du costume et du mobilier. 3v
 Hourticq. Encyclopedie des beaux-arts. 2v.
 Wasmuth. Lexikon des Baukunst. 3v.
 Westlake. American Indian Designs. 2v.
 Wilkins. Research Design in Nature. 2v.

History and Political Science

- Documents diplomatiques francais. 9v.
 German Diplomatic Documents, 1871-1914; abr. ed. in English trans. by Dugdale. 4v.
 Treaties and Other International Acts of the United States of America; ed. by Miller. 2v.

Science

- Beilstein. Handbuch des organischen Chemie. 4th ed. and suppl. complete. 21v.
 National Research Council. International Critical Tables. 7v.
 Richter. Lexikon der Kohlenstoffverbindungen. 4v.

Society Publications

- Bibliographical Society of America. Papers. 24v.
 Southern Historical Society. Papers. 34v.

Fine Editions

- Chaucer. Works. (Shakespeare Head Press ed.) 8v.
 Odell. Annals of the New York Stage. 7v.
 Shakespeare. The Players' Shakespeare. (Benn) 7v.

Foreign Books

- Diccionario Salvat enciclopedia popular ilustrado. 11v.
 Kosch. Deutsches Literatur-lexikon. 2v.
 La Librarie francaise. 3v.
 Meyers Lexikon. 12v.

Out of Print Books

- American State Papers. 37v.
 Child. English and Scottish Popular Ballads. 5v.
 Crittenden. The History of the American Fur Trade of the Far West. 3v.
 Godefroy. Dictionnaire de l'ancienne langue francaise. 8v.
 Richardson. Messages and Papers of the Confederacy. 2v.
 Sturgis. Dictionary of Architecture and Building. 3v.
 Thornton. An American Glossary. 2v.

A special effort has been made to purchase out of print books in American Literature and to add to the library's collection of Floridiana. The following studies have been purchased:

Yale University. Studies in English.

Cornell University. Studies in English.

Wisconsin University. Studies in language and literature.

Binding. 878 volumes of periodicals were bound. Because of a cut in binding funds for 1931-32, 166 fewer bound periodicals were added to our files than during the biennium 1928-30. For the same reason fewer books were rebound—437 for 1931-32.

In 1931-32 funds for supplies were reduced, thereby making it impossible to keep our books in good repair. During the biennium, therefore, only 419 books were repaired and 160 pamphlets put in binders.

USE OF THE LIBRARY

Circulation. The number of volumes drawn for use outside the library was 299,631, an increase of 82,995 over the preceding two years. It is not possible to compile accurate statistics for books used in the general library since all students have direct access to bound periodicals, reference books, and the stacks.

Inter-library loans. For the loan of books asked for on behalf of members of the faculty we are indebted to the following institutions: Northwestern University, Columbia University, University of Wisconsin, University of North Carolina, Iowa State College, Iowa State University, University of Pennsylvania, Library of Congress, Library of the United States Department of Agriculture, University of California, University of Illinois, University of Chicago.

We lent books to the libraries of Vanderbilt, University of Virginia, Peabody College for Teachers, University of North Carolina, and the Carnegie Art Corporation.

Books on reserve. In the Reserved Book Reading Room, which is devoted exclusively to books assigned by the faculty for required, collateral, or optional reading in connection with courses of instruction, 5,000 volumes were placed on reserve 1931-32, an increase of practically 2,000 volumes over those shelved here during 1930-31. Circulation of these books was 207,547.

Questions answered. No satisfactory record can be made of help given in answering casual questions for general information nor

aid given in using the library catalog. However, a record is kept of questions asked which require the services of a trained person. This record not only helps to show the use made of the library's resources but indicates both the weaknesses and the strength of our collection. This in turn enables us to buy more wisely. During 1929-30 less than 12,000 questions of a more serious sort were asked at the reference desks. This number increased to 22,946 questions in 1930-32.

Numbers of inquiries have come from libraries and schools in Florida and from institutions and individuals outside the state. In every instance the library has sent the information desired.

REFERENCE DEPARTMENT

Statistics and reports are unable to give any idea of the volume and character of the skilled bibliographical, educational and research service given to both students and faculty, and the general public by the Reference Librarian in response to the daily demands made upon her in person, by letter and by telephone. The changed character of modern library service is nowhere shown more strikingly than in the activities designated by the colorless and wholly inadequate library term "reference work."

The following facts are among many other interesting ones included in the report of Miss Frances Haynes, Reference Librarian at Florida State College for Women.

From records kept of questions asked the library has supplemented the reference collection along the lines for which the greatest need is shown. In accordance with the analysis of these questions, books have been added especially in the fields of contemporary biography, costume and design, history and political science, economics, subject and trade bibliography. Some of these additions are included above under Important purchases.

Two changes in the policy of augmenting the reference collection deserve mention. First, in fields not adequately covered by available reference books, or where such books or sets may prove too expensive for our budget, a few comprehensive manuals have been purchased to fill the gaps: for example, handbooks of German, Spanish, and Italian literature, histories of medicine and architecture. Second, copies of certain authors' works have been added

to serve as companion volumes to the concordances now on the reference shelves.

The policy of building up our collection of public documents, both federal and state, has been continued. Reference has already been made to the set of *American State Papers*, all but one of which have been procured. Many volumes of the *Congressional Annals* and *Congressional Globe* have also been purchased, besides the usual annuals and such documents of reference value as commercial and industrial handbooks and surveys of our own and foreign countries, *Market Data Handbook of the United States*, *Dictionary of Tariff Information*, *Bibliography of North American Geology*, *National Directory of Commodity Specifications*, etc. The Library receives as issued the compilations in pamphlet, press release, and bound form, of the *Fifteenth Census of the United States*. During the biennium the name of the library has been added to the mailing lists maintained for the annual reports of a number of government departments, for the George Washington Bicentennial Commission publications, and for three Smithsonian Institution series. A check list is now practically completed for the document series received more or less regularly. This is increasing the efficiency both of collecting and of using these publications. Arrangement of the pamphlet documents by series has relieved some of the congestion in the vertical files. As nearly complete a set of the *Document Catalogue* as it has been possible to procure has increased the reference value of our documents, both catalogued and uncatalogued. This set, although still in arrears as to publication, has at last overtaken the *Monthly Catalogue*; consequently there is now no gap in our general index to documents for the last twenty-five years.

The routine work at the reference desks, including care of pamphlet and picture collections, clipping, checking, etc., has gone steadily on during the biennium in spite of unusual demands upon our time. Statistics are as follows:

Bibliographies compiled	19
Indexes checked (to plays, essays, illustrations, etc.)..	9
Indexes prepared	40
Number of slips added to fiction classification.....	2875
Number of slips added to index files	5375
Pictures circulated to students	50
Pictures clipped but still unmounted	800
Pictures mounted and filed	550

Besides checking our holdings with the Carnegie Corporation's *List of Books for College libraries* the reference assistants have done much of the checking, filing, and searching for editions and prices incident to the selection and ordering of the Browsing Room books, since no funds have been provided for the extra clerical work involved in spending the Carnegie Corporation's gift of \$5,000 for recreational reading matter.

PERIODICALS AND BINDING DEPARTMENT

The work of this department is done in close cooperation with the Reference Department, both handling various types of reference work, checkings and compilation of bibliographies. To one who does not know the perversities of magazines, their births, changes, deaths and rebirths it is hardly possible to report the work of a periodicals and binding department. The daily teaching of students how to use indexes is in itself no small job.

The records alone for this department are detailed in the extreme but very necessary if effective use is to be made of the magazine files. Four hundred thirty-one magazines are received regularly. This means keeping track of at least 8,500 issues per year.

In past years the library has been weak in its foreign periodicals. During this biennium an effort has been made to subscribe to more periodicals in foreign languages, thereby rounding out our resources where they seemed weakest. The following figures indicate resources of the library in foreign periodicals:

Periodicals in foreign languages received by this library

French	12
German	5
Italian	3
Spanish	7

In addition to the above the library receives 37 British magazines.

Among the foreign periodicals which were added to our subscription list are three which deal with current trade bibliography; *Publishers Circular*, *Bibliographie de la France*, and *La Schoda Cumulative Italiana*. These have enabled the library to have at hand up to date information on foreign publications.

Beginning with October, 1931, it was decided that the Periodical Room should be kept open on Sunday afternoons from 2:30 until 5 o'clock for recreational reading only. During the School year,

October, 1931-June, 1932, it was used comparatively little. The total attendance was 540 for the year, or an average per Sunday of 16 people.

Due to a reduction in funds for binding in 1931 the library was forced to do less binding and rebinding than heretofore. The number of periodicals bound 1930-32 was 878; the number of books rebound was 437 (1931-32). The binding is therefore in arrears, a number of volumes and many books being held until funds are available for this purpose.

CATALOG DEPARTMENT

The catalog department of any library is one of its most important divisions. Its work is done largely "behind the scenes" yet it can make or mar the usefulness of the library. The classifying, cataloging and shelf-listing of thousands of books which represent all fields of knowledge so that others may find them readily is a stupendous task, requiring knowledge, skill and time. That person, highly educated though he be, who boasts that he can catalog a book a minute hardly realizes how he bespeaks his ignorance of the inner workings of a library. Figures cannot give adequately the hours of labor over minute detail, but the following taken from the Cataloger's report indicate to the layman something of the work done here.

Books accessioned	10,100
Books catalogued	9,874
Books accessioned, not catalogued	226
Books waiting to be accessioned and catalogued.....	1,700
Catalog cards made and filed	26,970

The cataloger and at least one assistant cataloger should devote full time to the work of this department in our library but thus far our catalogers have had to give some time daily to help in the reference and periodical departments.

Due to the catalogers having to give time in departments other than their own we are in arrears 1700 volumes in cataloging, and unable to do much needed *recataloging* to make our book collection more useful.

CIRCULATION DEPARTMENT

Besides handling the work connected with lending books for use outside the library, the Circulation Department has answered daily

scores of questions for general information, has been responsible for exhibits from week to week, and has sent more than 17,000 notices of various kinds to faculty and students. The necessary work involved in handling over 92,000 books circulated is not shown by the mere statement that this number was lent.

At the circulation desk the thousands of books on reserve are transformed to and from the stacks and records for all such books filed regularly. This work has increased along with the growth of the library. Two thousand more books were used for reserved shelves this biennium than for any previous two years. Figures follow to show increases in work at the circulation desk.

Increase in books circulated 36,000 volumes.

Increase in volumes put on reserve 2,000.

Increase in number of notices sent 5,000.

ADMINISTRATION

Cost of administration. The financial report of the library is always made with that of the Business Manager of the college. This includes all items for the operation of the library: salaries, books, periodicals, binding, supplies, student assistants, etc.

Book funds. Money for books is included in the appropriation of the college as made by the Legislature. Advising with Heads of Departments, the Librarian and the Library Committee, the President apportions the book funds available each year. Needs of the departments are borne in mind constantly. Heads of Departments approve all books recommended for purchase by members of their departments. At present 78 percent of the book funds are spent by departments while the other 22 percent is spent for replacements, general reference books, and for books not likely to be the specific care of any department, as biography, travel and some fiction.

Cataloging. Current acquisitions are handled in accordance with the following priority scheme: Books purchased for the departments of instruction are given right of way over all others and sent to departmental heads as soon after receipt as possible; 2. gift material having direct relation to the work of instruction; 3. arrears of miscellaneous material.

Periodicals. Periodical funds are spent for general and technical journals and magazines, chiefly those which bear directly

upon the academic work of the college. Titles added to the subscription list of the library are approved by the Library Committee and by the President.

Published in all parts of the world, issued at widely varying intervals, published in several foreign languages, subject to frequent loss in the mails, theft and mutilation in the library, and entailing constant correspondence regarding non-receipt, replacement, securing of title-pages, indexes, etc., these publications present a problem all their own. The proper administration of this formidable mass of highly specialized material requires training, intelligence, and experience. It also represents the one class of material acquired by the library which has a continuing and increasing value in both content and money. The cost and worth of our bound sets of periodicals, and universal experience in this country and abroad, fully justify the special regulations adopted for their care and use within the Library Building.

Binding. Books and periodicals are sent to the bindery three times each year. There is no "best time" to send material to the bindery but from records kept over a period of years it has been found that less inconvenience has been caused by sending binding to be done in December, early June, and at the close of the summer session. "Rush orders" for rebinding books are sent when necessary so that when a book is in demand there may not be a long wait for it.

BUILDING THE BOOK COLLECTION

During the biennium we checked with our holdings the Carnegie Corporation's *List of Books for College Libraries*. This list is an attempt to work out a minimum standard book collection for a college library. We have a surprisingly large percentage of books found in this list but at the same time our checking reveals a number of gaps in our collection. Percentage of our own holdings of the Carnegie Corporation's List follows:

Of the 14,200 titles listed Florida State College for Women has:

Classics 43½ percent.	Religion 39.
Economics 39.	Romance languages 33½.
English 54.	Astronomy 37.
Fine Arts 20.	Botany 54.
General 48.	Chemistry 49½.
German 23.	Education 70.

History 44.	Geography 60.
Mathematics 22.	Geology 38.
Music 37.	Political Science 41.
Philosophy 50.	Psychology 69.
Physical Education and Hygiene 53.	Sociology and Anthropology 55.
Physics 48.	Zoology 53.

This check was made in 1931. A second checking would make even a better showing.

EXHIBITIONS

Among other interesting exhibits which have been in the library during the biennium, the following are perhaps outstanding:

Autographs of some well-known authors.

"First Flight" stamps—a loan from Mr. Karl Howard, Tallahassee.

Records of Plantations near Tallahassee—a slave diary, bills of sale at the port of St. Marks, etc.

Silhouettes celebrating the Goethe Centenary.

The Anna Jackson Chapter of the United Daughters of the Confederacy, Tallahassee, has placed in the library an exhibit case which it keeps full of interesting historic relics. These have been changed a number of times and have been of continued interest.

ORGANIZATION OF THE LIBRARY

The library as now organized has the following departments: the Reference Department, the Catalog Department, the Circulation Department, and the Periodicals Department. Under this plan the work of the library has developed and more efficient service has been given. Further plans for the organization of the library call for an Order and Accessions Department.

STAFF

There have been no changes in the personnel of the library staff in these two years, 1930-32. This fact has meant much in carrying on the work of the library successfully.

There were fewer students assistants in 1931-32, due to a decrease of funds. This is a matter of regret since it has meant delay in shelving books, slower service at the desks, and less revision of books in the stacks.

Various members of the staff have represented the college at the following meetings: Southeastern Library Association in Tampa,

1930, the Florida Library Association 1931, and 1932, the American Library Association 1931 and 1932.

In May, 1931, Miss Haynes spoke at the meeting of the Georgia Library Association. At the request of those present the list of governmental publications recommended by Miss Haynes was later mimeographed and distributed to the libraries in Georgia. In March, 1932, Miss Haynes took part on the program of the Florida Library Association.

The Librarian of Florida State College for Women was president of the Florida Library Association 1931 and was reelected to serve in the same capacity for 1932. The Librarian was granted leave-of-absence for six weeks during the summer of 1931 to attend Columbia University School of Library Service where she took two graduate courses in college and university library administration.

The staff as a group has studied during 1931-32 the College library in its various phases. As a starting point an intensive study was made of the "Survey of Land-Grant Colleges and Universities" made by the United States Bureau of Education. In addition to this study three members of the staff have worked out a tentative handbook for the library. This is practically ready to print when funds are available.

NEEDS OF THE LIBRARY

Budget. The budget recommended for the library for 1933-35 was handed to the President of the College May 27, 1932. While no increases were asked in most instances, it was urgently recommended that funds for supplies and for binding be restored to the amounts available in 1930-31. It was further recommended that funds for student assistants be increased to something like an adequate sum. At least \$1000.00 is needed for this work. The present fund of \$450.00 is inadequate for the very minimum of good service and the daily routine work which untrained workers should do.

Book fund. While the library has increased steadily in number of volumes it is far below the recommended minimum of a good working library, this minimum being 100,000 volumes for a student body of 1,000 enrollment. Rather than decrease there should be an increase in book funds. The library cannot meet the demands of modern instruction without adequate books, effectively administered.

Borrowing books. Each year there are more and more requests for loans from other libraries by our faculty and graduate students. As graduate students increase there is likely to be more need for borrowing from other libraries. To meet this need there should be set aside a sum of money to pay at least half the cost of such loans. The cost is only that for express charges both ways and rarely exceeds \$2.00 on any one loan.

Messenger service. There is a crying need for messenger service between the library and other departments of the college, especially in the matter of reserved books. At present there is insufficient help for such service but the time has come when provision should be made for it.

Clerical help. For several years the library has been handicapped by lack of clerical help. It serves all parts of the college community and each and every individual on the campus but has no clerical help of any kind. The following record for 1931-32 will give some idea of part of this work done by the library. Not including the thousands of cards typed for the library catalog nor many long book orders the records show

Letters written per week	90
Notices sent each week	180

Total per week.....	270
Total, September-June	8,640

Severe curtailment of this part of library service must be made unless relief is given.

The library should have a booklist compiled regularly, showing additions to the library in various fields. The Accessions record is available to all who wish to consult it but no other list is possible without some one to do the work involved in making such a list.

Building. The West wing of the library and the outside doors should be screened. This is a health measure and necessary for the well-being of the student who spend hours, night and day, in the library.

A bell system should be installed in the building to save miles of walking and much unnecessary waste of time and effort on the part of the library staff. Since the building is built for such a convenience to be put in it would not be prohibitive in cost.

A storm door is needed badly for the main north entrance. Such a door would add greatly to the comfort of the building in winter and would protect the doors and floors from the frequent heavy rains.

Equipment. The library has no equipment for the care and preservation of maps and portfolios. These have increased so rapidly in the past few years that cases should be provided for their care and use. As now stacked on the shelves they are almost wholly unprotected.

There is also immediate need for vertical files for pamphlets, clippings, and pictures. Cases in the library are filled to overflowing. No part of the resources of the library exceeds the pamphlet collection in importance. It is *the* source for up-to-date information, not available in books. Such a collection is neither useful nor usable unless conveniently filed.

Handbook. The need for a library handbook has been felt for a long time. It would be one of the greatest aids in teaching students the use of the library. Such a handbook has been worked out within the past year but no funds are available for printing it.

Instruction. Every freshman should be taught how to use the library, its essential indexes and other reference tools which he will need in college and the rest of his life. For this instruction there should be a required course, given with some credit, taught by a person trained in library technique. Adequate staff should be provided to make this possible for the present load is too heavy to add it to the work of the present staff.

Staff. It is never by chance that a library is good. It is made so by cooperative, intelligent and tireless collecting of books and by the effective administration on the part of an adequate, well-trained staff. The College Library is today as truly a teaching department as any formal department of instruction. Its present functions and services require as specialized a training as does classroom instruction. Therefore if the library is to perform the peculiar duties falling within its special province today it must be equipped with "a competent staff of scholars trained in fitting books to human needs. This then precludes a policy of substituting student assistants for full-time, trained people on the library staff.

In 1928 Dr. David Robertson in an address before the Univer-

sity of Minnesota Institute on Problems of College Education stressed the need for expending a larger proportion of the library appropriation for administration and service since it is always easier to secure more money for books. The employment of student assistants for any library services other than those of a most elementary clerical nature can hardly be excused in a progressive institution. When conditions force a librarian to place student assistants in positions that obviously require executive ability, specialized training and cumulative experience, unsatisfactory results are bound to follow. Users of the library judge the institution as a whole by their experience with the last individual who served them.

How many assistants are required for a library staff is a question which may well be asked. From the standards worked out by the *Survey of Land-Grant College and Universities* the following minimum library staff is recommended:

“For a library that is functioning in the educational program of an institution using modern methods of instruction, a minimum of a library staff of 5 for 500 students, 10 for 1000 students, and 4 additional assistants for every additional 500 students is recommended.”

The above recommendation follows a basis on which a college library can reckon its entire staff, part-time people included.

On the same basis as that used by the Land-Grant Survey, Florida State College for Women Library should have a minimum staff of 16 full-time staff. It actually has a full-time staff of 12½ people, including student assistants, as reckoned by the Survey standards. In other words, we fall short of the minimum by 3½ people.

The fact that some other Southern colleges and universities do not have adequate staffs is not our concern. We are looking to other institutions as our models, those which set us an example in better service than ours. Such libraries as the following may be cited:

Goucher College: 5 full-time people for every 500 students.

University of California: 4 full-time people for every 500 students.

University of Illinois: 4.5 full-time people for every 500 students.

Iowa State College: 4 full-time people for every 500 students.

Amherst College: 14 full-time people for 700 students.

In view of the fundamental necessity of the library to the entire academic community and its indispensableness to the work of every department of instruction, I believe that the library is the very center of the college work, but the center only when we have made it so.

In closing this report I wish to tender my hearty and grateful appreciation to the Board of Control and to Dr. Conradi for their constant support. To my associates on the Library Staff I wish to express my appreciation for their constant loyalty and support and for their admirable *esprit de corps* which has animated them throughout the years. The foregoing record of progress would not have been possible without their help at every turn.

Respectfully submitted,

LOUISE RICHARDSON,
Librarian.

APPENDIX I

Total number of volumes in the Library July 1, 1930.....	36,350
Volumes accessioned and cataloged 1930-32	9,874
Volumes accessioned but not cataloged	226
Volumes neither accessioned nor cataloged (not included above).....	1,700
Volumes of bound periodicals accessioned and cataloged.....	1,104
Volumes of bound periodicals not accessioned	55
Volumes withdrawn (worn out, lost and paid for, missing in inventory 1930, 1931, 1932)	592
<hr/>	<hr/>
Total number of volumes in Library June 30, 1932.....	48,836
Number of periodicals received in the Library.....	431
Number of newspapers received in the Library	34
Number of pamphlets in the Library	10,000
Number of cards added to the catalog	26,970

APPENDIX II

GROWTH OF LIBRARY

COVERING PERIOD OF TEN YEARS (1922-1932)

	1922-24	1924-26	1926-28	1928-30	1930-32
Books in the Library	18,133	22,379	28,649	36,350	48,836
Pamphlets in Library	1,000	1,200	3,500	6,000	10,000
Books Circulated	128,476	205,782	227,371	216,636	299,631
Attendance in Reading					
Rooms	No record	No record	No record	159,679	339,336
				(1929-30)	

REPORT OF THE DIRECTOR OF PERSONNEL

July 29, 1932.

To the President:

The Director of Personnel begs to submit the following report for the biennium 1931-1933.

The work of the Personnel Office has shown a steady growth during the past two years which is especially gratifying because of the nature of this growth. In the first year of the present Director the interviews with students were usually called for at the request of the Personnel Office. During the past year 84% of these interviews have been at the request of the students themselves.

NEW DUTIES

Some new duties have been transferred to the Personnel Office. Among these the self-help bureau which last year secured temporary or regular work for 289 students; the Psychological test given this year to students of the Short Course; administration of the loan funds through the Scholarship Committee by which 80 individual loans were made, ranging from \$5.00 to \$100.00 each; direction of "Freshman Week."

SCHOLARSHIPS

Applications for dining room scholarships were received from 309 applicants. Awards were made to 42 seniors, 43 juniors, and 11 sophomores. Whereas in former years we have been able to award these scholarships to all applying sophomores whose grades made them eligible, this year there were only seven to be awarded to 55 candidates, with none for freshmen. The scholarship committee awarded these seven to the sophomores making the highest scholastic averages for the second semester.

The large number of freshmen applications entails a great deal of correspondence both with the applicants and their references.

RESEARCH

A statistical study of the personnel of the student body was made by the Director of Personnel and published as a Bulletin of Florida

State College for Women under the title "A Study in Personnel."

Studies of the scholastic averages of various groups were made. These reveal that the students entering college having passed the competitive examinations for state scholarships stand at the top of all groups—that the dining room scholarship girls have advanced their scholarship from below college average to fourth place, falling only below the county scholarships, the senatorial scholarship students, and the seniors. We believe this is due to the careful selection of candidates by the scholarship committee and insistence upon maintenance of an average of "C" for retention of the scholarship; students living off-campus make the lowest grade averages of the 38 groups studied.

PLACEMENT

In 1930-1931 the Placement Bureau in spite of fears to the contrary was able to place 82% of its registrants. This put us, according to a study made at the University of Minnesota, in first place among such agencies in Universities and Colleges. In consequence of this, no doubt, the Director of Personnel has been asked to serve on the Committee of the American Personnel Association on Teacher Placement. Unfortunately the present year looks less promising owing to the financial difficulties in the counties of the state.

INTERVIEWS 1931-1932

Financial aid and scholarships	406
Personal problems	165
Placement	74
Vocational Guidance	70
Educational Guidance	110
Student activities	54
Faculty	167
Placement Office	1,092
Self-Help (registrants)	535
First Interviews (Freshmen and New Students)....	705

3,378

The most striking item in the above summary is the increase in interviews concerning financial need. In 1930-1931 there were 55 such interviews, while in the 1931-1932 term these interviews numbered 406. The total number of interviews is 3378 as compared with 2673 in 1929-1930.

THE BUDGET

To carry on the work of an office whose duties increase of their own momentum is a difficult problem where the budget is so limited. It becomes a painful necessity to curtail work which seems so important to the welfare of our students and particularly that part which deals with personal problems. This work when receiving the attention it requires should contribute to the development of character.

Recognizing the financial difficulties that beset the Administration and Board of Control, I nevertheless feel that I should be remiss in my responsibilities were I not to call to your attention the pressing needs of this department.

It would be most advantageous if we might have, at the earliest possible time, an assistant, perhaps ranking as an instructor, who has been trained in personnel work, particularly in vocational guidance, and who could also do some secretarial work. This would relieve the present secretary for the Placement work which takes a large part of her time and would also permit the Personnel Director to give more of her time to those pressing problem cases which require special attention. For the present we might continue to use student help for clerical work in the keeping of records and for assistance in interviewing freshmen.

The Placement Bureau is also an ever increasing problem. The present depression puts upon it an added burden. Alumnae are registering in increasing numbers which adds greatly to the cost of the office; postage rates have increased and this affects us greatly, since all recommendations must be sent by first class mail. Each recommendation sent under the new rates costs from six to nine cents and in most cases we recommend three or four candidates for each vacancy.

In order to locate vacancies and make the necessary contacts with superintendents and principals, it seems almost imperative that there should exist a fund whereby the Director of Personnel might during the spring make visits to the schools in the state. She could thus secure information concerning vacancies and ascertain the special needs of the schools. This would also give the Director an opportunity for conference with principals and guidance of prospective college students. Several requests for such

service have been received from the schools but have of necessity been refused because of the expense involved.

PROPOSED BUDGET

	1933-1934	1934-1935
Salary of Director	\$3,850.00	\$3,850.00
Salary of Secretary	1,800.00	1,800.00
Salary of V. G. Secretary.....	1,800.00	1,800.00
Student Assistance	400.00	400.00
Postage, stationery, tests, and office supplies	800.00	800.00
Typewriters and Filing Equip...	200.00	200.00

Respectfully submitted,

ELIZABETH ANDREWS,

Director of Personnel.

REPORT OF STATE HOME DEMONSTRATION AGENT

*President Edward Conradi,
Florida State College for Women.*

Dear Sir:

I respectfully submit the following as a partial report of home demonstration work in Florida as conducted cooperatively between Florida State College for Women, The College of Agriculture, University of Florida, and United States Department of Agriculture, during the biennium closing June 30, 1932. Information pertaining to the various demonstration activities will be found in the report of the director of the Agricultural and Home Economics Extension Service, submitted to the president of University of Florida.

ORGANIZATION

The State Home Demonstration Staff consisting of a state agent, three district agents, extension specialist in home improvement, extension economist in food conservation, and extension nutritionist, with the exception of one district agent, have headquarters in Florida State College for Women.

Home demonstration workers very much feel the need of a better financing system for development of the work in the counties. When county home demonstration agents can be paid their salaries from State and Federal Funds as other faculty members there will be a greater permanency to the establishment of county positions and long-time programs which bring the most outstanding results can be developed with much more assurance of continuation. However, it is felt that the work, at the close of this biennium is well established in the following counties: Alachua, Bradford, Union, Calhoun, Liberty, Citrus, Dade, Duval, Escambia, Gadsden, Hillsborough (East), Hillsborough (West), Holmes, Jackson, Jefferson, Lake, Lee, Leon, Manatee, Marion, Okaloosa, Orange, Osceola, Palm Beach, Pinellas, Polk, St. Johns, Santa Rosa, Taylor, Volusia, and Walton.

PROGRAM OF WORK

The State Home Demonstration Staff had for their main objectives during the biennium the development of home demonstra-

tion programs that would meet the greatest needs of those taking advantage of this service. In the present economic situation emphasis is being given to the following things affecting the family's standard of living:

1. Production on the farm of meat, poultry, eggs, dairy products, vegetables, fruit and cereals necessary for the adequate nutrition of the farm family.

2. The conservation of food for winter use.

3. Adding to the family income through farm women's marketing of surplus garden, orchard, poultry and dairy products.

a. Encouraging home industries.

4. Thrift in clothing through renovation, care, wise buying, and the use of cotton materials.

5. (a) The arrangement of work and equipment to save time and steps.

(b) Lowering the cost of operations.

(c) Budgeting the family income.

6. Keeping up the family morale through the maintenance of:

(a) The comfort and beauty of the home.

(b) A courageous and optimistic outlook.

(c) Wholesome family relationships.

(d) Community work and recreation.

7. That the welfare of the child may be protected in this period of economic depression, emphasis is laid on his care and development.

The need for this type program as seen by members of state staff were stressed at agents' annual conferences. Agents, specialists and district agents discussed together varying conditions in the various counties with information already secured from local people, usually through county councils, as to assistance desired during ensuing year.

With obtainable facts at hand the agent and council members formulated their county programs which were then submitted for suggestions and approval by district and state workers.

PROGRAM ANALYSIS

Home demonstration agents' programs of work for the biennium and plans for development were checked carefully by state and

district agents working together with the idea in view of offering any assistance possible for strengthening the development of the work in the various counties. At the close of each year of the biennium results were checked and comparisons made as to goals set and results obtained. Results in almost all instances exceeded goals set. The analysis revealed the clear understanding which the agents have of their respective counties.

Reports show that there have been greater accomplishments in such activities as home canning, home gardening, the home poultry flock, home dairying and bee-keeping, than any year since the war. The development of home industries and marketing of home products far surpassed goals set at the beginning of each year.

That the programs developed during the biennium must have met a need may be judged by the high attendance at meetings of adults, the percentage of completion of 4-H club members. In this connection it is interesting to find 78% of the 4-H club girls completed their year's work the last year of the biennium. Average for completions in the United States is 70.8%. There is a gratifying increase in the number of older girls remaining in 4-H club work. Women who have been members of home demonstration clubs for years are very active in their clubs and the establishment of demonstrations in their homes.

METHODS USED IN DEVELOPING HOME DEMONSTRATION WORK

Those taking advantage of regular instruction as given by home demonstration agents are organized into home demonstration clubs for women and 4-H clubs for girls which meet at least monthly with the agent. Representatives from these clubs form county councils. Representatives from the county councils form the state councils.

Educational tours, rallies, achievement days, camps, contests, team demonstrations and short courses have a large place in stimulating interest and affording opportunities for special instruction and leadership development.

Members of the faculties of Florida State College for Women and University of Florida have been generous in assisting with subject matter instruction for agents and club members.

It is the policy of the Extension Service to appoint the best qualified persons available for the various positions. For several

years only college graduates have been appointed. Those agents who do not have degrees are pursuing studies for credit through correspondence courses and special courses during the summer.

All agents report increased requests for their services. In order to meet the extra demands in so far as it is possible, the monthly itineraries of the agents have been planned with special care to save both time and travel expense.

Short Course for 4-H Club Girls. The State Short Course for 4-H Club Girls, held at Florida State College for Women is the outstanding event of each club year. The morale, type of programs, results seen in counties are improvements brought about to some extent by the fact that those in attendance must be county winners, awarded scholarships, and twelve years of age or over. The average age is fourteen-fifteen. There were 885 girls, 90 local leaders, and 58 agents in attendance during the biennium.

Scholarships for club girls and leaders were provided by club members, county commissioners, school boards, women's clubs, men's clubs, banks, merchants and interested individuals. This is the third year that the L. & N. Railroad has provided funds for a girl to attend from each county traversed by its lines.

The course consisted of instruction and demonstrations by extension workers and club members in various phases of home demonstration work. Outstanding features were 4-H club flower show, project demonstrations, contests, afternoon program for recognition of accomplishments, state council meeting, recreation and entertainment.

Individuals entered clothing, posture and health contests. Demonstration teams of two girls representing each county entered contests in table setting, dish washing, canning, judging of canned products, salad and sandwich making. The entire group entered the 4-H song contest.

Instead of offering awards to the numerous winners a certain number of points were given for placing first, second, third and such. Points won by each county were totaled and Jefferson County scoring highest at the 1931 Short Course was awarded an engraved silver pitcher to be held until 1932 Short Course which was won the last year of the biennium by Dade County.

The climax of the Short Course was the last evening's program.

Dr. Conradi through an impressive candle lighting service typified the extending of knowledge from Florida State College for Women through the Extension Service into the rural communities and individual homes.

Girls who attend the Short Course usually develop into the best leaders and realize a desire to go to college. Many of them as a result find a way to become students and graduates of the Florida State College for Women.

The State Staff is very grateful for the fact that one week was set aside between the spring and summer terms for the extension department to hold the Short Course without interruption. Dormitories, laboratories, and class rooms were available. The college nurses rendered valuable assistance by keeping the infirmary open and giving the girls necessary medical aid.

The dietitians render invaluable services. There are no better boosters for the excellent meals served at Florida State College for Women than the 4-H girls who have attended the State Short Course.

College 4-H Club. The College 4-H Club is composed of former 4-H club girls who present satisfactory records of achievement in active 4-H club work and of scholarship in college. It has a membership at present of 100 girls who are in college. Forty-three members of the freshman class of the last year of the biennium belong to this group. The main objectives of the club are to encourage other 4-H club girls to enter college; to develop an appreciative interest in college life, to promote the program of 4-H club work in Florida.

Scholarships. During each year of the biennium scholarships were awarded 4-H club girls for study at Florida State College for Women by State Home Demonstration Council for Girls' Work, by State Home Demonstration Council for Women's Work, by Congressman Tom Yon for leadership accomplishments.

During the last year of the biennium the County Commissioners of Dade County awarded scholarships to five girls, three of whom were club girls. After this all of the five are to go to deserving 4-H club girls according to a letter received by the President of Florida State College for Women.

Thirteen of the members of the College 4-H Club held dining room scholarships during the last year of the biennium.

We are happy over the fact that Betty McDaniel, Jackson County, has been selected as one of the six girls in the South to receive one of the \$500 scholarships offered by International Harvester Company for attendance at Florida State College for Women.

LIST OF PUBLICATIONS DURING BIENNIUM

- Circular No. 22—The Succulent Peach (5,000 copies).
- Circular No. 23—Grape and Grape Products (5,000).
- Circular No. 24—The Fig (5,000).
- Circular No. 25—Pear Products (5,000).
- Circular No. 31—Suggestions for the Planning of Economical Meals (5,000).
- Circular No. 31—Suggestions for the Planning of Economical Meals (Reprint, 10,000).
- Circular No. 983—Questions on Kitchen to Make You Think (Reprint, 5,000).
- Circular No. 984—Questions on Living Room to Make You Think (Reprint, 5,000).
- Circular No. 987—Questions on Sanitation to Make You Think (Reprint, 5,000).
- Circular No. 988—Questions on Exterior Beautification (Reprint, 5,000).
- Record Book for Secretary of Home Demonstration Clubs (1,500).
- Record Book for Secretary of 4-H Clubs (5,000).
- Home Improvement Record Book for Girls Clubs (5,000).
- Home Improvement Record Book for Women's Clubs (3,000).

FINANCES

A report of Federal Smith-Lever and State Smith-Lever used in the promotion of home demonstration work will be found in the extension director's report to the president of the University of Florida.

Expenditure of home demonstration funds provided for through the Florida State College for Women for 1931-1933 and the budget recommended for 1933-1935 are as follows:

	As appro- priated	As	As appro- priated	As	Total Appro- priation	Proposed Budget	
		approved and spent		approved and spent		1933-34	1934-35
Extension Specialist, salary	3,000.00	2,800.00	3,000.00	2,800.00	6,000.00	3,000.00	3,000.00
Extension Specialist, travel	1,300.00	1,200.00	1,300.00	1,200.00	2,600.00	1,200.00	1,200.00
Stenographer	1,600.00	1,500.00	1,600.00	1,500.00	3,200.00	1,560.00	1,560.00
Janitor	100.00	90.00	100.00	90.00	200.00	100.00	100.00
Bulletin Fund	2,400.00	1,840.00	2,400.00	1,500.00	4,800.00	2,400.00	2,400.00
Women's Institute Fund	2,800.00	2,600.00	2,800.00	2,600.00	5,600.00	2,800.00	2,800.00
Short Course for Club Girls.....	500.00	500.00	500.00	500.00	1,000.00	500.00	500.00
Total	11,700.00	10,530.00	11,700.00	10,190.00	23,400.00	11,560.00	11,560.00
Discount		1,170.00		1,510.00	2,680.00		

The progress that home demonstration work is making necessitates a larger appropriation than is now provided for it. Funds are inadequate to meet the necessary needs of the present year. I hope that careful consideration will be given to the proposed budget for 1933-35.

Sincerely,

FLAVIA GLEASON,

State Home Demonstration Agent.

REPORT OF THE BUSINESS MANAGER

October 1, 1932.

To the President:

I submit herewith my financial report for the biennium ending June 30, 1932. In this report are given full details of receipts and expenditures from all funds. You will note that we have at all times kept within the budget and at no time have ever permitted a deficit.

IMPROVEMENTS

In regard to the physical plant, may I call your attention to the many improvements that have been made during the past biennium. Some buildings and improvements that were under construction at the time of the last report have been completed and are now in use, most important of which are the Central Heating Plant and the Addition to the History Building. These additions to our plant have greatly improved our accommodations and made for a much more efficient operation. I might say, however, that the Addition to the History Building did not give us the relief we had expected in the way of additional class-room facilities, owing to the fact that the Education Building was condemned, and we had to discontinue use of that building. In that way we have been deprived of about the same number of class rooms and offices as were provided in the Addition to the History Building. We are therefore in the same urgent need for class rooms as we were two years ago when our last report was made.

Another important factor in the operation of our physical plant in the past two years has been our contract for electric current and the rebuilding of the entire lighting system. We now have a contract for electric current with the City of Tallahassee on a sliding scale, whereby we purchase the current at high voltage at wholesale and distribute it on our campus and throughout the buildings with our own force and equipment. To accomplish this, we have remodeled our entire electric system and are getting a better and much more economical service in every way. In fact, we are using nearly twice the current we were using two years ago, yet it is costing us very little more under this new contract and with our new distribution system.

We have also installed our own laundry which enables us to effect a great saving on our College laundry work.

PURCHASES

In regard to purchases, I wish to say that practically all purchases except those for laboratories and of a technical nature are in accordance with instructions from the Board of Commissioners of State Institutions, being made through the State Purchasing Department. The College pays \$110.00 per month toward the expenses of the said department.

CAMPUS

We have built additional walks on the Campus, which were so much needed, and the grounds have been extended and very much improved. The State Road Department is now completing the paving of all the present roads on the immediate Campus, as authorized by the last Legislature. This will add much to the beauty of the Campus, and at the same time, be a great convenience to the students who have to pass from one building to another during wet weather.

BOARDING DEPARTMENT

The Boarding Department is operating more efficiently, I believe, than ever before. We have added much new equipment, both in the Residence Halls and in the Dining Hall. Just this past summer, we built an addition to the Kitchen and remodeled entirely the old Kitchen. I believe that today we have one of the most up-to-date and sanitary kitchens in any college in the South. All of this adds greatly to the efficiency and quality of the service which we are rendering in this department.

FARM

We have added to our College Farm by the purchase of about 430 acres of land just outside the City of Tallahassee. This enables us to take care of our Dairy and to dispose of refuse from the Dining Hall, not only without cost, but at a profit, since we maintain a large herd of hogs, enabling us to supply fresh pork for the Dining Hall at a minimum cost.

Another advantage in maintaining the farm is that it places teams and equipment at our disposal in grading and in making other necessary improvements on the Campus.

You will note the Farm is self-sustaining, even though we have spent considerable for permanent improvements in this biennium. We still have a balance to its credit at this time and much will be used for future improvements necessary on the Farm.

URGENT NEEDS

Our most urgent needs now are an additional dormitory, the rebuilding of our Education Building, which was condemned, and an addition to our Infirmary.

The present dormitories will accommodate about 1100 students and our enrollment is now 1743. This gives us too great a proportion of our student body off campus, and then too, proper accommodations near the Campus are not sufficient for the demand, and for that reason students cannot enter for lack of proper living accommodations. We have not had any addition to our dormitory accommodations since 1928, and our student enrollment has increased more than three hundred in that time, which makes the necessity for additional dormitory accommodations very urgent. We hope that funds may be provided to give these additional accommodations.

The Education Building, as stated above, has been condemned and has brought about a very serious shortage in our class room accommodations. It is important that steps be taken as soon as possible to have this building rebuilt.

The Infirmary was built some fourteen years ago when our student body numbered in the regular term less than six hundred and at that time fully met all our needs, but now with a student body numbering more than seventeen hundred, nearly three times as many, our Infirmary is entirely inadequate to meet our needs. If we are to give the service which may reasonably be expected of this Department, it is very necessary that provisions be made for more accommodations. I trust that funds may be provided to meet this urgent need.

I would therefore recommend that the following amounts be provided to take care of the above needs:

1. Education Building (replacement)	\$ 75,000.00
2. Residence Hall	200,000.00
3. Addition to Infirmary	60,000.00
	<hr/>
	\$335,000.00

All accounts have been audited by the State Auditing Department in the last few weeks and a complete record has been made.

Respectfully submitted,

J. G. KELLUM,
Business Manager.

Following is a detailed statement:

EXHIBIT A

CONSOLIDATED REPORT FLORIDA STATE COLLEGE FOR WOMEN
FOR BIENNIUM FROM JULY 1, 1930 TO JULY 1, 1932

ASSETS

Cash in Banks

	Balance on Hand July 1, 1930	Receipts	Expenditures	Balance on Hand July 1, 1932
Exchange Checking				
Acct.	\$ 16,889.85	\$ 617,427.62	\$ 607,195.32	\$ 27,122.15
Exchange Savings Ac...	12,775.18	853.03	13,628.21
Capital City Checking				
Acct.	15,363.30	380,134.70	321,492.73	74,005.27
Capital City Savings				
Acct.	5,804.80	387.57	6,192.37
Lewis State Checking				
Acct.	34,409.14	618,702.76	617,494.45	35,617.45
Lewis State Savings				
Acct.	5,805.46	379.98	6,185.44
Total in Banks.....	\$ 91,047.73	\$1,617,885.66	\$1,546,182.50	\$162,750.89
Cash on Hand	12,669.44	2,539,280.91	2,546,316.02	5,633.73
Payroll Account	14,924.55	14,924.55
Cash Advanced Acct.....	16,726.88	153,698.84	157,439.61	12,986.11
Total Assets, Fla. State College, Agency Fds. (See Exhibit F).....	\$120,444.05	\$4,325,789.96	\$4,264,863.28	\$181,370.73
Total Assets, State Fds., Cash in State Treas. (See Exhibits D & E)	189,739.79	1,420,009.85	1,570,810.86	38,938.78
Total Assets	\$310,183.84	\$5,745,799.81	\$5,835,674.14	\$220,309.51
<i>Liabilities</i>				
Agency Funds (Ex. F).....	\$105,322.10	\$1,371,083.99	\$1,310,012.36	\$166,393.73
*Non-Expendable Agency Funds (Exhibit F)....	15,121.95	238,352.63	238,497.58	14,977.00
State Funds (See Exhibits D & E).....	189,739.79	1,420,009.85	1,570,810.86	38,938.78
Total Liabilities	\$310,183.84	\$3,029,446.47	\$3,119,320.80	\$220,309.51

NOTE:—These *Non-Expendable Agency Funds* are collections by the Florida State College for Women of certain fees and funds that are expended later by the College through other channels; Student Activity Fee collections are prorated to certain designated student organizations, under the head of Custodian Funds. Agency Funds: Incidental Fund and Westcott Estate Fund are collections by Florida State College that are remitted monthly to the State Treasurer. These amounts are expended by the College through State Funds.

PRESIDENT'S REPORT

EXHIBIT B
CONSOLIDATED REPORT
FLORIDA STATE COLLEGE FOR WOMEN
FROM JULY 1, 1930 TO JULY 1, 1931

RESOURCES

BALANCES ON HAND, BROUGHT FORWARD JULY 1, 1930
State Funds

State Appropriation, Salaries & Operating Expense	\$ 4,084.48	
State Appropriation, Building Fund	135,867.94	
Incidental Fund Account	37,651.99	
Westcott Estate Fund Account.....	8,404.98	
Seminary Interest Fund	3,730.40	
<hr/>		
Total Balances Brought Forward, State Funds		\$ 189,739.79
Total Balances Brought Forward, Agency Funds		105,322.10
<hr/>		
Total Expendable Bal. Brought Forward, July 1, 1930		\$ 295,061.89

RECEIPTS FOR YEAR, FROM JULY 1, 1930 TO JULY 1, 1931

State Appropriations, Salaries & Operating Expense	\$573,157.00	
State Appropriation, Building Fund	173,809.50	
State Appropriation, Home Demonstration Extension Fund	11,500.00	
Incidental Fund Account	\$1,891.86	
Westcott Estate Fund Account	5,800.00	
Seminary Interest Account	3,058.31	
Chair Americanism & Sou. History..	2,500.00	
<hr/>		
Total Receipts, State Funds.....		\$ 851,716.67
Total Receipts, Agency Funds for Year		713,964.22
<hr/>		
Total Receipts		\$1,860,742.78
Less Refunds Made: Agency Funds..\$	9,676.62	
Less Amount Reverted to State		
Treas.	1,815.33	11,491.95
<hr/>		
Total Expendable Resources for Year		\$1,849,250.83

Non-Expendable Agency Funds

Bal. Brought Forward July 1, 1930	\$ 15,121.95	
Collections for Year	121,562.96	(See Exhibit A)
	<u>\$136,684.81</u>	
Less Refunds made for Year	3,685.41	
Total Resources, Non-Expendable Agency Funds		\$ 132,999.50
Total Resources for Year, All Funds		<u>\$1,982,250.33</u>

EXPENDITURES

EXPENDITURES FOR YEAR, FROM JULY 1, 1930 TO JULY 1, 1931

State Funds

State Appropriation, Salaries & Operating Expenses	\$575,426.15	
State Appropriation, Building Fund	207,012.65	
State Appropriation, Home Demonstration Extension Fund	11,500.00	
Incidental Fund	94,234.32	
Seminary Interest Fund	3,526.31	
Chair Americanism & Sou. History	2,500.00	
Westcott Estate Fund	3,867.36	

Total Expenditures State Funds	\$ 898,066.79
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Agency Funds

Total Expenditures	\$685,034.33	
Less Refunds Made	9,676.62	
Total Expenditures Agency Funds	\$ 675,357.71	
Total Expenditures for Year	\$1,573,424.50	

Non-Expendable Agency Funds

Incidental Collections, Remitted to State Treasurer	\$ 84,405.71	
Student Activity Collections, to Various Student Organizations under head of Custodian Funds	26,311.37	
Westcott Estate Collections Remitted to State Treasurer	5,800.00	
Total Collections Distributed to Other Funds	\$ 116,517.08	

PRESIDENT'S REPORT

Total Expenditures & Amount Distributed to Other Funds.....	\$1,689,941.58
Balance on Hand Unexpended July 1, 1931	\$ 292,308.75

SUMMARY OF BALANCES ON HAND, JULY 1, 1931

Total State Funds	\$ 141,574.34
Total Agency Funds	134,251.99
Total Non-Expendable Agency Funds	16,482.42
Total Balances on Hand.....	\$ 292,308.75

Note:—Memorandum Entry

The State General Revenue Fund was short of funds in 1928-29, and borrowed from the Florida State College for Women, Permanent Building Fund.....	\$157,986.41
It is supposed that this amount will be paid back at some future date, and is carried as a memorandum resource each year on our records	\$157,986.41

EXHIBIT C

CONSOLIDATED REPORT
FLORIDA STATE COLLEGE FOR WOMEN
FROM JULY 1, 1931 TO JULY 1, 1932

RESOURCES

BALANCES ON HAND BROUGHT FORWARD JULY 1, 1931

State Funds

State Appropriation, Building Fund.....	\$102,664.79
Incidental Fund Account.....	25,309.53
Seminary Interest Fund	3,262.40
Westcott Estate Fund	10,337.62
Total Balances Brought For- ward, State Funds	\$ 141,574.34
Total Balances Brought For- ward, Agency Funds	134,251.99
Total Expendable Balances Brought Forward	\$ 275,826.33

RECEIPTS FOR YEAR, FROM JULY 1, 1931 TO JULY 1, 1932

State Appropriation, Salaries & Operating Expense	\$469,535.00
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FLORIDA STATE COLLEGE FOR WOMEN 99

State Appropriation, Building Fund	3,886.22	
State Appropriation, Home Demonstration Extension Fund.....	10,530.00	
Incidental Fund Account.....	83,646.76	
Westcott Estate Fund	7,000.00	
Seminary Interest Fund	3,094.53	
Chair Americanism & Sou. History	2,500.00	
<hr/>		
Total Receipts State Funds.....		\$ 580,192.51
Total Receipts, Agency Funds for Year		657,119.77
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Total Receipts		\$1,513,138.61
Less Refunds Made.....\$	5,540.47	
Less Amount Reverted to State Treasurer	10,084.00	15,024.47
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Total Expendable Resources for Year		\$1,497,514.14
<i>Non-Expendable Agency Funds</i>		
Bal. Brought Forward July 1, 1931..\$	16,482.42	
Collections for Year.....	116,789.67	
		\$133,272.09
Less Refunds Made.....\$	1,854.66	
Total Resources Non-Expendable Agency Funds		\$ 131,417.43
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Total Resources for Year, All Funds		\$1,628,931.57

EXPENDITURES

EXPENDITURES FOR YEAR, FROM JULY 1, 1931 TO JULY 1, 1932

State Funds

State Appropriation, Salaries & Operating Expense	\$459,451.00	
State Appropriation, Building Fund	78,032.28	
State Appropriation, Home Demonstration Extension Fund	10,530.00	
Incidental Fund	107,468.13	
Westcott Estate Fund	9,784.51	
Seminary Interest Fund	4,978.15	
Chair Americanism & Sou. History	2,500.00	
<hr/>		
Total Expenditures State Funds		\$ 672,744.07

PRESIDENT'S REPORT

Agency Funds

Total Expenditures	\$624,978.03
Less Refunds Made.....	5,540.47
	<hr/>
Total Expenditures, Agcy Funds	\$ 619,437.56
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Total Expenditures for Year.....	\$1,292,181.63

Non-Expendable Agency Funds

Incidental Collections Remitted to State Treasurer	\$ 81,620.71
Student Activity Collections, to various Student Organizations, under head of Custodian Funds.....	27,819.72
Westcott Estate Collections, Remitted to State Treasurer.....	7,000.00
	<hr/>
Total Collections Distributed to Other Funds	\$ 116,440.43
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Total Expenditures & Amounts Distributed to Other Funds....	\$1,408,622.06
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Balance on Hand Unexpended, July 1, 1932 (See Exhibit A)	\$ 220,309.51

SUMMARY OF BALANCES ON HAND JULY 1, 1932

Total State Funds	\$ 39,938.78
Total Agency Funds	166,393.73
Total Non-Expendable Agency Funds	14,977.00
	<hr/>
Total Balances on Hand July 1, 1932	\$ 220,309.51

Note:—Memorandum Entry

The State General Revenue Fund was short of funds in 1928-29, and borrowed from the Florida State College for Women, Permanent Building Fund.....	\$157,986.41
It is supposed that this amount will be paid back at some future date, and is carried as a memorandum resource each year on our records.....	\$157,986.41

EXHIBIT D

STATE FUNDS

REPORT FOR YEAR ENDING JUNE 30, 1931

TOTAL RESOURCES FROM JULY 1, 1930 TO JUNE 30, 1931

Building, Special Improvements—State Appropriation	\$ 309,677.44
Salaries, Equipment and Operating Expenses (State Appro.)....	588,741.48
Seminary Interest Fund	6,788.71
Westcott Estate Fund	14,204.98
Chair, Americanism and Southern History.....	2,500.00
Incidental Fund	119,543.85
	<hr/>
Total Resources for year ending June 30, 1931.....	\$1,041,456.46

TOTAL EXPENDITURES FROM JULY 1, 1930 TO JUNE 30, 1931

Buildings, Special Improvements	\$207,012.65
Salaries, Equipment & Operating Expenses.....	586,926.15
Seminary Interest Fund	3,526.31
Westcott Estate Fund	3,867.36
Chair, Americanism and Southern History.....	2,500.00
Incidental Fund	94,234.32
	<hr/>
Total Expenditures for year ending June 30, 1931.....	\$ 898,066.79

Balance, July 1st, 1931.....	\$ 143,389.67
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RESOURCES AND EXPENDITURES BY DEPARTMENTS

Buildings and Special Improvements

Resources (State Appropriation).....	\$ 309,677.44
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Expenditures

Original History Building	\$ 285.25
Addition to History Building	32,820.93
Central Heating Plant	132,162.14
Gilchrist Hall	361.60
Library Building	191.63
Land Purchased	23,800.00
Railroad Side Track	17,391.10
	<hr/>
Total Expenditures for year ending June 30, 1931.....	\$ 207,012.65

Balance Unexpended, July 1, 1931.....	\$ 102,664.79
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HOME DEMONSTRATION EXTENSION FUND

Resources (State Appropriation).....	\$ 11,500.00
Expenditures	\$ 11,500.00

CURRENT EXPENSES

Resources

Salaries, Equipment and Operating Expense (State Appro.).....	\$ 577,241.48
Seminary Interest Fund.....	6,788.71
Westcott Estate Fund.....	14,204.98
Chair, Americanism and Southern History Fund.....	2,500.00
Incidental Fund.....	119,543.85
Total Resources for Current Expenses.....	\$ 720,279.02

Expenditures

Salaries	\$490,305.07
Fuel, Lights, Water, Gas.....	12,148.53
Furniture and Miscellaneous Equipment.....	4,200.16
Arcade between Gilchrist & Broward Halls.....	753.23
Echo Organ and Installation.....	7,517.87
Carpenters' Shop	6,091.96
Electrical Distribution System.....	3,904.75
Special Repairs to Jennie Murphree Hall.....	1,891.93
Reynolds Hall Showers.....	1,078.87
Amplifiers for Stage in Auditorium.....	1,274.01
Central Heating Plant.....	14,027.80
Repairs & Remodeling Buildings on Campus.....	5,442.31
Telephones and Telegrams.....	994.01
Catalogues and Quarterly Bulletins.....	1,783.22
Bulletins and Advertising Summer School.....	527.64
Miscellaneous Advertising.....	904.41
Repairs and Upkeep.....	17,371.50
Stationery and Office Supplies.....	8,505.29
Commencement Expenses	1,486.52
Traveling Expenses	3,175.92
Multigraph Work	520.37
Extension of Campus Lighting.....	1,283.37
Campus Plants and Supplies.....	866.17
Sidewalks, Grading Campus, Roads.....	6,177.21
Special Repairs during Summer.....	2,088.12
Steam Mains and Boilers	8,623.86
Purchase of Land.....	17,263.55
Art Department	798.25
Bacteriology Department	2,932.43
Botany	1,526.33
Greenhouse	661.76
Chemistry	4,375.58
Classics	127.45
Economics and Commerce.....	456.37
Education	159.86

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Education—Professional Tests.....	278.37
English and Journalism	272.10
History and Geography.....	902.27
Home Economics	4,505.25
Research	887.63
Practice House	321.26
Physical Education	571.55
Industrial Arts	1,979.22
Infirmary	10,328.23
Library	18,761.44
Modern Languages	39.95
Music	1,618.01
Tuning Pianos and Organs.....	1,341.50
Physics	1,970.00
Psychology	1,005.49
Spoken English	214.16
Training School:	
Primary Department	150.00
Kindergarten Department	288.49
Intermediate and High School Dept.	150.00
Library Books	200.00
Home Economics Equipment.....	350.00
Zoology	948.14
Physiology	535.40
Total Expenditures	\$ 679,554.14

Balance Unexpended, July 1, 1931.....\$ 40,724.88

SUMMARY OF BALANCES UNEXPENDED JULY 1, 1931

Buildings, Special Improvements (State Appropriation).....	\$ 102,664.79
*Salaries, Equipment and Operating Expenses.....	1,815.33
Seminary Interest Fund	3,262.40
Westcott Estate Fund	10,337.62
Chair, Americanism and Southern History Fund.....	
Incidental Fund	25,309.53
Total Unexpended, July 1, 1931.....	\$ 143,389.67

* Balance in Salaries, Equipment and Operating Expenses Fund, \$1,815.33, reverts to the General Revenue Fund.

EXHIBIT E

STATE FUNDS

REPORT FOR YEAR ENDING JUNE 30, 1932

TOTAL RESOURCES FROM JULY 1, 1931 TO JUNE 30, 1932

Buildings, Special Improvements (State Appropriation).....	\$ 106,551.01
Salaries, Equipment and Operating Expenses (State Appro.)....	480,065.00
Seminary Interest Fund	6,356.93
Westcott Estate Fund	17,337.62
Chair, Americanism and Southern History.....	2,500.00
Incidental Fund	108,956.29
	<hr/>
Total Resources for year ending June 30, 1932.....	\$ 721,766.85

TOTAL EXPENDITURES FROM JULY 1, 1931 TO JUNE 30, 1932

Buildings, Special Improvements	\$ 78,032.28
Salaries, Equipment & Operating Expenses.....	469,981.00
Seminary Interest Fund	4,978.15
Westcott Estate Fund	9,784.51
Chair, Americanism and Southern History.....	2,500.00
Incidental Fund	107,468.13
	<hr/>
Total Expenditures for year ending June 30, 1932.....	\$ 672,744.07
	<hr/>
Balance, July 1st, 1932.....	\$ 49,022.78

RESOURCES AND EXPENDITURES BY DEPARTMENTS

BUILDINGS AND SPECIAL IMPROVEMENTS

Resources (State Appropriation)	\$ 106,551.01
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Expenditures

Addition to History Building.....	\$ 67,194.05
New Electric Distribution System	5,706.74
Gymnasium	101.12
Class Rooms in Demonstration School Attic.....	586.89
Furniture	4,443.48
	<hr/>
Total Expenditures for year ending June 30, 1932.....	\$ 78,032.28
	<hr/>
Balance Unexpended, July 1, 1932.....	\$ 28,518.73

HOME DEMONSTRATION EXTENSION FUND

Resources (State Appropriation)	\$ 10,530.00
Expenditures	\$ 10,530.00

FLORIDA STATE COLLEGE FOR WOMEN 105

CURRENT EXPENSES

Resources

Salaries, Equipment and Operating Expense (State Appro.).....	\$ 469,535.00
Seminary Interest Fund	6,356.93
Westcott Estate Fund	17,337.62
Chair, Americanism and Southern History Fund.....	2,500.00
Incidental Fund	108,956.29
Total Resources for Current Expenses.....	\$ 604,685.84

Expenditures

Salaries	\$473,448.56
Fuel, Lights, Water, Gas.....	8,652.55
Furniture and Miscellaneous Equipment.....	768.08
Kindergarten Building	1,228.06
Class Rooms in Demonstration School Attic.....	4,054.92
Echo Organ and Installation	61.17
Farm Barn and Fence	953.80
New House on Farm.....	1,870.46
Carpenters' Shop	342.22
Electrical Distribution System.....	2,082.82
Special Repairs to Jennie Murphree Hall.....	690.74
Special Repairs to Gilchrist Hall.....	857.89
Electrical Material and Supplies.....	1,492.87
Remodeling Kitchen	9,442.38
Telephones and Telegrams	968.00
Catalogues, Bulletins and Advertising.....	3,092.82
Miscellaneous Advertising	741.81
Repairs and Upkeep	12,583.10
Stationery and Office Supplies.....	6,288.55
Commencement Expenses	1,544.75
Traveling Expenses	2,044.25
Multigraph Work	566.57
Extension of Campus Lighting.....	74.73
Campus Plants and Supplies	934.56
Sidewalks, Grading Campus, Roads	2,050.55
Special Repairs during Summer.....	4,549.57
Art Department	707.65
Bacteriology Department	726.21
Botany	1,154.55
Chemistry	4,120.37
Classics	41.81
Economics and Commerce.....	274.62
Education	40.38
Education—Professional Tests	144.44
English and Journalism	278.30

English	37.01
History and Geography	508.61
Home Economics	1,804.90
Research	329.85
Practice House	296.44
Physical Education	441.43
Industrial Arts	2,966.88
Infirmary	6,081.28
Library	15,299.47
Mathematics	11.78
Modern Languages	26.13
Music	597.71
Tuning and Repairing Pianos and Organs.....	1,616.00
Physics	2,275.51
Psychology	987.33
Spoken English	103.65
Sociology	31.98
Training School:	
Primary Department	18.75
Kindergarten Department	119.33
Intermediate & High School Department.....	209.71
Library Books	198.23
Home Economics Department	241.31
Zoology	693.25
Physiology	411.14

Total Expenditures\$ 584,181.79

Balance Unexpended, July 1, 1932.....\$ 20,504.05

SUMMARY OF BALANCES UNEXPENDED JULY 1, 1932

Buildings, Special Improvements (State Appropriation).....	\$ 28,518.73
*Salaries, Equipment and Operating Expenses.....	10,084.00
Seminary Interest Fund	1,378.78
Westcott Estate Fund.....	7,553.11
Chair, Americanism and Southern History Fund.....	
Incidental Fund	1,488.16

Total Unexpended, July 1, 1932.....\$ 49,022.78

* Less Balance in Salaries, Equipment and Operating Expenses, \$10,084.00, which reverts to the General Revenue Fund

Balance on Hand, July 1, 1932 (See Exhibit A).....\$ 38,938.78

EXHIBIT F
 REPORT OF
 AGENCY FUNDS
 FLORIDA STATE COLLEGE FOR WOMEN
 SUMMARY
 FOR BIENNIUM
 FROM JULY 1, 1930 TO JULY 1, 1932

Assets

Balance Cash on Hand and in Banks, July 1, 1930.....	\$ 120,444.05	
Total Receipts for year '30-31..	\$2,226,066.84	
Total Receipts for year '31-32..	2,009,723.12	
	<hr/>	
Total Receipts for Biennium..	\$4,325,789.96	
	<hr/>	
Total Assets for Biennium.....	\$4,446,234.01	
Expenditures for Year 1930-31.....	\$2,195,776.48	
Expenditures for Year 1931-32.....	2,069,086.80	
	<hr/>	
Total Expenditures for Biennium	\$4,264,863.28	
	<hr/>	
Balance on Hand July 1, 1932 (See Exhibit A)		\$ 181,370.73

Liabilities

Balance on Hand Agency Funds July 1, 1930.....	\$ 105,322.10	
Balance Non-Expendable Agency Funds July 1, 1930..	15,121.95	
Total Balance in Funds July, 1930 (See Exhibit G)	\$ 120,444.05	
Total Receipts for Year 1930-31:		
Agency Funds	\$ 713,904.22	
Non-Expendable Agcy Fds	121,562.96	
Total Receipts for Year 1931-32:		
Agency Funds	\$ 657,119.77	
Non-Expendable Agcy Fds	116,789.67	
	<hr/>	
Total for Biennium	\$1,609,436.62	
	<hr/>	
Total Receipts	\$1,729,880.67	

FLORIDA STATE COLLEGE FOR WOMEN 109

College Bank	47,176.71	200,885.26	241,087.82	6,974.15
Farm (Exb. J K & L)	515.78	29,504.23	23,592.93	6,427.08
Physical Edu. Fees.....	4,427.15	10,558.55	6,659.74	8,325.96
Demon. School Fund.....	2,063.05	1,412.88	650.17	
Custodian Funds				
Student Organiza- tions, etc.	72,699.78	32,831.48	39,868.30	
Scholarship Funds	5,892.80	4,089.97	1,802.83	
	<u>\$105,322.10</u>	<u>\$ 713,964.22</u>	<u>\$ 685,034.33</u>	<u>\$134,251.99</u>
Non-Expendable Agency Funds:				
Incidental Fund.....	\$ 12,217.80	\$ 84,913.56	\$ 87,427.41	\$ 9,703.95
Stud. Activity Fund	2,904.15	26,849.40	26,975.08	2,778.47
Westcott Es. Fund.....	9,800.00	5,800.00	4,000.00	
	<u>\$120,444.05</u>	<u>\$ 835,527.18</u>	<u>\$ 805,236.82</u>	<u>\$150,734.41</u>

EXHIBIT H

REPORT OF
AGENCY FUNDS

FLORIDA STATE COLLEGE FOR WOMEN
FROM JULY 1, 1931 TO JULY 1, 1932

<i>Assets</i>				
	Balance on Hand July 1, 1931	Receipts	Expenditures	Balance on Hand July 1, 1932
Cash in Banks:				
Exchange Checking				
Acct.	\$ 28,977.75	\$ 293,591.90	\$ 295,447.50	\$ 27,122.15
Exchange Savings				
Acct.	13,203.88	334.33	13,628.21
Capital City				
Checking Acct.....	56,596.08	212,378.91	194,969.72	74,005.27
Capital City				
Savings Acct.....	6,040.47	151.90	6,192.37
Lewis State				
Checking Acct.....	20,938.71	276,841.25	262,162.51	35,617.45
Lewis State				
Savings Acct.....	6,041.17	144.27	6,185.44
	<u>\$131,888.06</u>	<u>\$ 783,442.56</u>	<u>\$ 752,579.73</u>	<u>\$162,750.89</u>
Cash on Hand.....	\$ 5,059.80	\$1,237,012.91	\$1,236,438.98	\$ 5,633.73
Payroll Account	14,924.55	14,924.55
Cash Advanced Acct.....	13,786.55	64,343.10	65,143.54	12,986.11
	<u>\$150,734.41</u>	<u>\$2,099,723.12</u>	<u>\$2,069,086.80</u>	<u>\$181,370.73</u>

Liabilities

Boarding Department

(Exhibit I)	\$ 48,914.51	\$ 311,007.60	\$ 276,439.12	\$ 83,482.90
Truck Account	9,325.89	1,979.57	2,542.44	8,763.02
Book & Supply Store.....	11,963.10	60,186.12	64,973.84	7,175.38
College Bank	6,974.15	183,492.30	184,332.56	6,133.89
Farm Acct. (Ex. J K L)	6,427.08	24,308.19	23,600.24	7,135.03
Physical Edu. Fees	8,325.96	10,131.62	14,639.79	3,817.79
Demon. School Fees....	650.17	3,164.30	2,682.12	1,132.35
Custodian Funds—				
Student Organiza-				
tions, etc.	39,868.30	55,769.81	48,711.85	46,926.26
Scholarship Loan Fds	1,802.83	7,080.26	7,056.07	1,827.02
	<u>\$134,251.99</u>	<u>\$ 657,119.77</u>	<u>\$ 624,978.03</u>	<u>\$166,393.73</u>

Non-Expendable Agency Funds:

Incidental Fund.....	\$ 9,703.95	\$ 85,016.92	\$ 82,990.87	\$ 11,730.00
Student Activity Fd	2,778.47	28,772.75	28,304.22	3,247.00
Westcott Est. Fund..	4,000.00	3,000.00	7,000.00
Total Liabilities....	<u>\$150,734.41</u>	<u>\$ 773,909.44</u>	<u>\$ 743,273.12</u>	<u>\$181,370.73</u>

SUMMARY FOR BIENNIUM

	Balance on Hand July 1, 1930	Receipts	Expenditures	Balance on Hand July 1, 1932
Total Assets	\$120,444.05	\$4,325,789.96	\$4,264,863.28	\$181,370.73
Total Liabilities:				
Agency Funds	\$105,322.10	\$1,371,083.99	\$1,310,012.36	\$166,393.73
Non-Expendable				
Agency Funds	15,121.95	238,352.63	238,497.58	14,977.00
Total Liabilities....	<u>\$120,444.05</u>	<u>\$1,609,436.62</u>	<u>\$1,548,509.94</u>	<u>\$181,370.73</u>

EXHIBIT I

REPORT OF BOARDING DEPARTMENT
 FLORIDA STATE COLLEGE FOR WOMEN FOR BIENNIUM
 FROM JULY 1, 1930 TO JULY 1, 1932

Receipts

	1930-31	1931-32	
July	\$ 5,170.32	\$ 9,827.12	
August	2,270.81	1,763.43	
September	110,387.84	97,821.11	
October	7,727.83	9,446.88	
November	17,470.15	14,482.21	
December	4,511.77	4,769.35	
January	56,254.29	58,589.40	
February	43,548.35	40,665.37	
March	21,121.35	19,209.42	
April	16,941.14	15,947.96	
May	12,411.59	10,820.67	
June	25,535.02	27,064.68	
Totals	\$323,350.46	\$311,007.60	\$634,358.06
Bal. Brought Forward July 1, 1930			\$ 39,849.95
Total Resources for Biennium			
1930-32			\$674,208.01

Expenditures

	1930-31	1931-32	
Breads & Cereals	\$ 8,203.97	\$ 6,227.06	
Fats, Sugars & Groceries	26,002.13	25,571.62	
Meat, Fish & Eggs	62,408.24	53,881.74	
Cheese & Milk	26,599.94	22,478.92	
Coal & Wood	12,777.99	8,535.69	
Vegetables & Fruits	49,510.68	45,400.98	
Water, Lights & Gas	14,267.58	10,168.23	
Laundry	6,473.46	6,820.11	
Ice	104.70	102.73	
Salaries—Social Directors	20,090.35	20,637.08	
" Dietitians	6,944.99	5,512.58	
" Servants in Residence Halls	13,055.50	11,324.95	
" Servants in Dining Hall.....	31,762.91	31,884.17	
Janitors' Supplies & Expense.....	12,627.21	11,301.60	
Equipment	14,093.34	8,799.89	
Equipment for New Laundry.....		2,418.55	
Refunds	8,756.91	5,373.22	
Total Exp. for Biennium 1930-32.....	\$314,285.90	\$276,439.12	\$590,725.02
Balance on Hand July 1, 1932.....			\$ 83,482.99

EXHIBIT J

 REPORT OF
 COLLEGE FARM
 FOR BIENNIUM
 FROM JULY 1, 1930 TO JULY 1, 1932

	Dairy	Poultry	Hogs	Vegetables	Overhead & Equipment	Total
Total Resources	\$38,799.49	\$813.74	\$8,041.08	\$1,689.51	\$4,468.60	\$53,812.42
Total Expenditures	32,387.91	380.02	6,626.47	2,552.76	5,246.01	47,193.17
				(O. D.)	(O. D.)	
Totals	\$ 6,411.58	\$433.72	\$1,414.61	\$ 863.25	\$ 777.41	\$ 6,619.25
Net Gain Brought Forward July 1, 1930						\$ 515.78
Net Gain for Biennium Ending June 30, 1932						\$ 7,135.03

EXHIBIT K
 REPORT OF
 COLLEGE FARM
 FLORIDA STATE COLLEGE FOR WOMEN
 FROM JULY 1, 1930 TO JULY 1, 1931

Receipts

1930	Dairy	Poultry	Hogs	Vegetables	Overhead	Total
July	\$ 2,282.15	\$ 719.14	\$ 15.00	\$ 572.67	\$ 132.50	\$ 3,721.46
August	648.75	94.60	1,227.77	102.30	3.00	2,076.42
September..	254.60	30.00	38.50	323.19
October	2,084.80	16.95	49.40	2,151.15
November ..	2,398.50	589.68	156.77	270.85	3,415.80
December..	1,167.75	457.80	102.50	201.50	1,929.55
1931						
January	1,591.50	775.50	31.13	598.00	2,996.13
February ..	2,128.79	343.83	59.50	247.50	2,779.62
March	1,795.50	271.17	16.75	146.46	2,229.88
April	1,386.10	41.06	346.00	1,773.16
May	2,609.00	263.24	229.00	3,101.24
June	1,494.50	933.60	231.03	347.50	3,006.63
Totals	\$19,841.94	\$ 813.74	\$4,614.35	\$1,623.99	\$2,610.21	\$29,504.23

Expenditures

1930						
July	\$ 781.65	\$ 182.80	\$ 146.95	\$ 404.13	\$ 157.90	\$ 1,673.43
August	1,547.14	148.13	206.69	108.96	170.09	2,181.01
September..	1,229.40	19.75	191.60	87.80	384.16	1,912.71
October	2,981.14	29.34	54.19	132.11	176.09	3,372.87
November..	1,738.92	602.30	107.90	169.90	2,619.02
December..	1,333.99	392.26	118.70	239.18	2,084.13
1931						
January	1,159.03	194.00	98.08	473.81	1,924.92
February ..	614.30	280.63	358.38	165.75	1,419.06
March	943.22	104.50	214.25	306.32	1,568.29
April	1,303.85	114.90	187.49	205.16	1,811.40
May	1,150.70	78.16	108.50	275.54	1,612.90
June	832.12	304.00	91.50	185.57	1,413.19
Totals	\$15,615.46	\$ 380.02	\$2,670.18	\$2,017.80	\$2,909.47	\$23,592.93
Net Gain for Year Ending June 30th, 1931.....						\$ 5,911.30
Net Gain Brought Forward July 1, 1930.....						515.78
Total Net Gain July 1, 1931.....						\$ 6,427.08

EXHIBIT L
REPORT OF
COLLEGE FARM
FLORIDA STATE COLLEGE FOR WOMEN
FROM JULY 1, 1931 TO JULY 1, 1932

<i>Receipts</i>						
	Dairy	Hogs	Vegetables	Equipment	Overhead	Total
1931						
July	\$ 1,262.14	\$ 10.00	\$ 17.96		\$ 213.25	\$ 1,503.35
August	719.00	861.44	22.80		137.50	1,740.74
September..	10.00				278.00	288.00
October	2,681.90				233.70	2,915.60
November ..	1,398.61		19.25		71.25	1,489.11
December ..	2,330.25	491.20			24.70	2,846.15
1932						
January	1,794.70	880.50	5.51		89.50	2,770.21
February ..	1,988.23	485.73			338.50	2,812.46
March	2,377.63	231.75			178.22	2,787.60
April	1,504.03	359.55			173.75	2,037.33
May	1,674.71				9.73	1,684.44
June	1,216.35	106.56		78.59	31.70	1,433.20
Totals	\$18,957.55	\$3,426.73	\$ 65.52	\$ 78.59	\$1,779.80	\$24,308.19
<i>Expenditures</i>						
1931						
July	\$ 695.65	\$ 218.43	\$ 24.00		\$ 269.29	\$ 1,207.37
August	1,236.69	192.17	55.45		156.50	1,640.81
September ..	1,374.29	101.40	306.07		162.55	1,944.31
October	3,259.52	293.43	38.48		164.22	3,755.65
November ..	1,549.43	83.81	4.25		190.44	1,827.93
December ..	2,062.26	104.59	17.95		169.12	2,353.92
1932						
January	2,617.03	1,953.35	88.76		377.39	5,036.53
February ..	751.50	356.77		324.25	212.26	1,644.78
March	738.74	221.45		4.28	73.56	1,038.03
April	566.17	181.86			189.32	937.35
May	1,000.27	126.65			18.43	1,145.35
June	920.90	122.38			24.93	1,068.21
Totals	\$16,772.45	\$3,956.29	\$ 534.96	\$ 328.53	\$2,008.01	\$23,600.24
Net Gain for Year Ending June 30th, 1932.....						\$ 707.95
Net Gain Brought Forward July 1, 1931.....						6,427.08
Total Net Gain July 1, 1932.....						\$ 7,135.03

BIENNIAL REPORT
OF THE PRESIDENT
of the
UNIVERSITY
OF FLORIDA
to the
BOARD OF CONTROL



FOR THE BIENNIUM
ENDING JUNE 30
1932

The University Record comprises:

The Report of the President and the Board of Control, the Bulletin of General Information, the annual announcements of the individual colleges of the University, announcements of special courses of instruction, and reports of the University Officers.

These bulletins will be sent gratuitously to all persons who apply for them. The applicant should specifically state which bulletin or what information is desired. Address

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REPORT OF THE PRESIDENT

*To the Honorable Board of Control of the
State Institutions of Higher Learning.*

GENTLEMEN: Appended hereto you will find the usual reports made by the deans and other administrative officers of the University. They cover in detail the accomplishments, needs, and problems of the several colleges and departments. Reports of these officers will be printed here. I am eliminating the printing of the budgets as proposed by the various deans and other officers, since, in the interest of economy, it would seem best to print only the budget which is adopted by the Board of Control and recommended to the State Budget Commission. I suggest that the reports made by the deans and other officers be studied as carefully as time will permit, as only in this way can the Board of Control get a picture of the University, its progress and its needs.

The close of this biennium completes four years for me at the University of Florida. Some progress was reported to the Board of Control in the last Biennial Report. On the whole, I feel better satisfied with the achievements of the biennium just closed than with the preceding biennium. Substantial advance has been made in various directions, notwithstanding steadily increasing difficulties in adequately meeting our financial needs.

BUILDINGS AND PHYSICAL PLANT

During the two years just closed, the State has not been in a financial condition to make substantial contributions to the building program at the University. Nevertheless, we have been able to supplement the small sums available from the State with approximately \$400,000 from sources other than the State Treasury. The indebtedness on the swimming pool has been completely lifted, making an addition valued at over \$30,000 to the plant of the University through the generosity of the student body. A year ago last fall we dedicated a magnificent stadium with a seating capacity of nearly 23,000 and complete in all of its appointments. This stadium cost less per seat than any other stadium of its type in the entire country. It has been financed by the University Athletic Association without making any demands upon the State Treasury. At this time it is approximately two-thirds paid for.

During the last year the University received two private gifts for buildings approximating \$200,000. In this way it has been possible to compensate to some extent for over \$400,000 appropriated during the biennium 1927-29 which was diverted or borrowed. Because of the financial condition of the State, it has been impossible to expend all of the relatively small appropriation which was made for buildings for the last biennium. There is an unexpended balance of \$31,851.02 in this fund.

We have been able to relieve the building problem at two important points. A modern fire-proof Infirmary, with a capacity of 60 beds and equipped for every kind of operation, was opened last year. This building was erected and equipped with less than \$90,000, thus providing an escape from the disgraceful conditions which surrounded the crowded old wooden building which had served for so many years as the University Infirmary.

Another improvement which has been appreciated by everyone on the campus is the enlargement of the general Library, at a cost of approximately \$125,000. A new wing was added, and the basement of the old building, formerly used for stacks, was remodeled into an attractive reading room. At the same time additional rooms were provided for the administration of the library, for graduate work, including a seminar room, and for special collections of books. The new stack room will accommodate 150,000 volumes. It is equipped with an elevator, an automatic book conveyor, and cubicles for the faculty and graduate students. There are now available nearly 800 seats in the general reading rooms of the library. As a result there has been a corresponding growth in the use of books, as shown by the report of the Librarian. Probably no other part of the University is more adequately provided for at this time than the library. The greatest immediate need is the enlargement of funds available for supplying new books. A splendid building with equipment such as we have must be filled with the necessary volumes if this very important function of the educational plant is to be carried out. Probably nothing so generally affects the work of the University as the library.

A modern, fire-proof, hurricane-proof laboratory was added during the biennium to the Experiment Station at Belle Glade. The hurricane of 1928 wiped out many valuable experiments. We are now assured that experiments conducted at that very important station will be protected, even though the building is small and practically outgrown. It has been so built that units may be added as funds become available.

The contract has recently been let for the construction of a new building which will house part of the College of Education and a demonstration school. This structure will relieve, to some extent, congestion in the University plant.

Because of the dire necessity for economy, it has been decided to make no requests for appropriations for additional buildings during the coming session of the Legislature. This does not mean that our needs are not urgent. Practically every college in the University finds itself crowded and congested. The reports of the officers and deans complain of lack of space and ask for relief in additional buildings. The administrative offices of the University are becoming more crowded every year. With the continued growth of the student body which has taken place, it becomes more and more difficult to assign space for lectures and recitations. Measures of economy have been taken by eliminating classes with small numbers of students and by increasing the size of many classes. It has recently been discovered that larger groups can be taught more effectively than was formerly believed. Due to the fact that there are only a few rooms in the University plant that will accommodate large classes, we are rapidly approaching the time when we shall have to find an outlet by use of temporary buildings or some other expedient.

The College of Commerce and Journalism, which has experienced a remarkable growth, has been provided for only by converting rooms in the dormitories for use for lectures and recitations. This dormitory space can hardly be spared, as we now have provision in the dormitories for less than twenty per cent of the student body. Recently, more students than usual have come to the University seeking an education on slender resources. It is not possible

for them to find shelter and food elsewhere as reasonably as in the dormitories and the University cafeteria.

When economic conditions become such as to permit a continuation of the building program, there are urgent needs for an Agricultural Experiment Station, a dairy barn, a museum, completion of the central heating plant, adequate quarters for administrative activities, and other things. Some of these will be emphasized at other points in this report.

ENROLLMENT

The public is prone to measure progress in terms of enrollment. It has been a policy of the administration of the University to keep enrollment down and to raise standards so that the work of the University may be improved in a qualitative way. In spite of higher standards for admission and more exacting requirements for the working course, enrollment has continually increased through the biennium, although many students have been dropped either for scholastic or financial reasons. This biennium has provided ample grounds for the administration to be convinced that the growth of the student body at the University of Florida will not be checked by economic depression. In the last year of the preceding biennium the total enrollment for the regular session was 2,257. In the last year of the present biennium the enrollment is 2,558. This is an increase in enrollment of more than thirteen per cent for the biennium. In the summer session the enrollment for 1930 was 1,480. In 1932 it was 1,746. This is an increase of nearly twenty per cent for the biennium.

In the General Extension Division the enrollment in extension classes and correspondence courses in 1928-30 was 10,214. In 1930-32, 14,590. This is an increase of approximately forty-three per cent.

It has been necessary to take care of this constantly increasing demand for education without making additional demands upon the State Treasury. The appropriations for the University proper were cut fourteen per cent in the last session of the Legislature. This cut entailed upon us the necessity of a general reduction in salaries affecting all persons except those who were drawing such small compensation that a reduction would have brought them below a living wage. Because of the splendid cooperation and morale of the faculty and staff, I believe that these reductions have been met and that the ever-growing student body has been taught with better success than during the first biennium of my administration, or in the previous history of the institution. An inspection of the Report of the Registrar, and particularly that of the Dean of Students, will show that the quality of the work has been raised appreciably in each of the four past years, as indicated by the honor point average. An honor point average of 1.00 is necessary for graduation. This average for the student body of the University of Florida for the past four years has been as follows:

1928-29.....	0.801
1929-30.....	0.847
1930-31.....	1.081
1931-32.....	1.122

This improvement is probably the best criterion that can be found of increased service by the University. More than anything else, this record shows that we are building a better trained leadership for the future of our state.

BUDGETARY REQUIREMENTS

With this report a budget is being presented to the Board of Control for the coming biennium. The deans and administrative officers were instructed to prepare their budgets for this period without any salary increases or additional positions, and in such fashion that the amounts appropriated from the State Treasury for the support of the University during the present biennium would not be exceeded. In the proposed budget this policy has been strictly adhered to. Because of the increased enrollment there has been an overage in some of the Incidental Funds. These Incidental Funds will have to be utilized in providing for increased demands for materials and equipment in the laboratories and elsewhere. With this slight assistance we are attempting to provide in the coming biennium for a student body which continues to grow. There are many problems and needs which should be met but which are being foregone at this time because of economic stringency. These circumstances clearly indicate that further cutting of the present proposed budget will progressively impair the progress and efficiency of the work at the University of Florida. I earnestly recommend that if the proposed budget is reduced, consideration be given to the dropping of certain activities and departments rather than to a horizontal reduction throughout the various colleges. I would rather see some of the colleges and activities maintained at the present rate of efficiency than to cripple the entire institution and lower the efficiency of all of its colleges and departments. As has already been stated, a general salary cut was necessitated by the reduction in appropriations for the University in the last Legislature. Further reductions cannot be made unless we incur the danger of losing some of our best personnel. Other universities, during the depression, have cut salaries until the ablest and youngest members of their faculties have been driven out. At the University of North Carolina, for example, salaries were raised after having been cut too much. However, it was a case of closing the door after the horse was stolen. The President and some thirty-five or forty of the best men had already departed.

It is the impression of some that salaries at the University of Florida are high at the present time. Through the courtesy of the United States Office of Education, Department of Interior, I have been furnished with the average salaries paid to faculties in the colleges and universities of the United States, together with the average teaching cost based on the average daily attendance. Our Registrar has furnished figures for the University of Florida. A comparison of salaries and costs indicates that the University of Florida is being administered more economically than most of the colleges and universities.

The average salary of the regular faculty member at the University of Florida at the present time is \$2,753.35. The average for the colleges and universities of the country is \$2,803.00. In 1930-31, the average salary per regular faculty member at the University of Florida was \$2,937.50. It will be seen that salaries at the University of Florida are already considerably

below the average of other institutions of a similar kind and that reductions made last year have brought the average salary down nearly \$200.00 per faculty member.

The best measure of economic efficiency is the teaching cost per average daily attendance of students. In 1929-30, for which figures are available in the Office of Education, United States Department of Interior, the teaching cost per average daily attendance for colleges and universities of the United States was \$190.97. In the past biennium the University has taken care of a considerable increase in student enrollment without additions to the faculty and with increased efficiency, so that costs of instruction have been reduced. These costs for three successive years have been as follows:

1929-30.....	\$201.67
1930-31.....	193.53
1931-32.....	171.05

It will thus be seen that salaries, as well as costs of instruction, at the University are now considerably lower than the average for the country. Further reduction cannot be made without risking the loss of valuable members of our staff and undoubted impairment of the efficiency of our instruction.

GRADUATE SCHOOL

The Graduate School has continued to develop in a satisfactory way in spite of a dearth of funds. Probably no graduate school anywhere has come forward so rapidly in a few years. We now have 250 students working toward the master's degree. During the year just closed 50 master's degrees were awarded. Although we have found it inadvisable to attempt to offer the doctor's degree except in the College of Pharmacy and Chemistry, we now have five students working toward the Ph.D. degree. One of these is a dean on leave of absence from the University of Montana. Beginning with the next regular commencement in June, 1933, it is anticipated that one or more Ph.D. degrees will be conferred.

RESEARCH

Many of the people of Florida, in thinking of the University, overlook the fact that we are something more than an institution of instruction entailing a demand on the State Treasury. Perhaps the chief function of a university is to discover new knowledge. Certainly nothing is more important in a state university than research which contributes to the social and economic advancement of the state that supports it.

In the field of agricultural research the University of Florida has made large contributions in the past. Considerable has been done in the field of chemistry. A little has been done toward industrial and manufacturing enterprises. Practically nothing has been done in the field of social sciences, including education. The uneven development of research at the University is due, in some measure, to the fact that the federal government has largely subsidized agricultural research, and the State has been compelled to enter this field in order to get the advantage of federal money. Unfortunately, the federal government has done nothing to stimulate research along other lines. Undoubtedly, agriculture is the most fundamental and necessary form of re-

search, particularly in Florida. Nevertheless, if the University is to come into the place of service that it should render, other programs of research should be inaugurated.

During the past year a committee appointed by the President of the University has made a careful study of the research now being done at the University and of the needs for the immediate future. It will probably be surprising to a great many people to learn that, measured by very conservative criteria, the University is now contributing more than \$25,000,000 annually to the State through research which is being conducted chiefly in agriculture and chemistry.

The Bureau of Economic Research, established in the Department of Business Administration several years ago, has had to get along without funds. Nevertheless, four rather significant studies have already been published. As in my last report, I wish to urge that opportunity be given for development in this field as quickly as is feasible.

Carefully collected data show that the manufactured products of the State of Florida now exceed the output of its agricultural products. Furthermore, there are a great many more people gainfully employed in the state in the field of industry and commerce than in agriculture, excluding those who are engaged in transportation and communication. It is likely that the Federal government will stimulate research along industrial lines by subsidizing engineering experiment stations in a way similar to the subsidies which have been granted for many years to agricultural experiment stations. The engineering experiment station at the University of Florida could be made a means of developing wealth at a rapid rate, if sufficient funds were supplied so that the station could really function.

It has long been a conviction of the writer that graduate work and research could be tied up more effectively than has ever been actually worked out in any university. While the primary purpose of the Graduate School is to train leaders for the higher professions and for research attempts to widen the scope of human knowledge, it seems feasible and desirable that the two processes might be combined with profit to both. Training should be no less valuable because practical and real problems are being solved rather than academic theories. Further, the research staff could accomplish a great deal more if relieved of much of the burdensome work that could be carried on successfully under their supervision by students seeking graduate degrees.

Dr. Arthur J. Klein, formerly Chief of the Division of Higher Education in the United States Office of Education, now Director of Research at Ohio State University, has been secured and will come to the University of Florida at a nominal cost during the present year and help work out a better coordination along the lines here proposed.

I shall not undertake to review or analyze the reports made by the deans of all of the colleges and discuss the activities of the general offices and special departments of the University. These are all covered in detail in the reports appended and printed herewith. However, there are some comments that I shall combine in a few paragraphs.

OFFICE OF THE DEAN OF STUDENTS

The office of the Dean of Students continues to perform exceedingly valuable service to the administration. It is to this office that the major credit is due for the improvement in scholarship at the University, though there has been cooperation throughout the whole faculty.

REGISTRAR'S OFFICE

The Registrar's Office has been of great value in furnishing accurate reports and information. Both of these offices are badly crowded and hard worked.

BUSINESS OFFICE

In the Business Department of the University I am glad to report an outstanding improvement through a visit made to the University by Mr. Lloyd Morey, Comptroller of the University of Illinois, and Chairman of a National Committee which has been studying, for several years, methods of accounting, disbursing, and reporting in colleges and universities, with special attention to institutions like the University of Florida which must meet Federal and State as well as other requirements. Mr. Morey made a comprehensive report with definite recommendations. These recommendations were all adopted by the Board of Control, with the exception of one or two which might be in conflict with certain Florida laws. As a result, we now have in operation at the University the most ideal system of accounting and reporting yet evolved by an institution of this type.

COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences is the largest college in the University. It enrolls about one-fourth the entire student body. It performs two great functions by giving a liberal education to those who are learning to live and by offering the ground work in certain professional fields for those who want to learn to make a living. At the present time the demand seems to be increasing in the latter direction. The overwhelming demand in this college is for pre-professional training in the fields of medicine and law.

COLLEGE OF AGRICULTURE

In my previous report I commented upon the growth of the College of Agriculture and attempted to point out the vast significance to the State in properly supporting this college. I am still of the opinion that it should be pushed as rapidly and as vigorously as possible.

COLLEGE OF COMMERCE AND JOURNALISM

The College of Commerce and Journalism continues its rapid growth and development. In the few years that it has existed it has become the second college on the campus in point of enrollment. It has a faculty composed entirely of young men, including its dean. Every possible encouragement should be given to this enterprising group, as through them there is possibility of large service in an undeveloped state like Florida.

COLLEGE OF ENGINEERING

We are peculiarly fortunate to have as the Dean of the College of Engineering a capable and ambitious young man who is worthy by training and

ability to continue the great work carried on so long and so ably by the late Dean Benton. Dean Van Leer points out in his report that the amount now being expended upon engineering at the University is only about one-tenth of the amount expended upon agriculture. Though the amount for agriculture is by no means too large, it would seem to be an urgent necessity that more ample provision be made for the College of Engineering, particularly in the field of research, as already suggested.

SCHOOL OF ARCHITECTURE

The School of Architecture continues to grow and improve its work in crowded quarters. At the South Florida Fair during the last two years the work of the students in this school took first place.

COLLEGE OF LAW

During the biennium the College of Law has accomplished a remarkable feat in bringing its standards to an exceptionally high point. After September, 1933, students entering that college will have to present an academic degree, or enter upon a combined course leading to the Bachelor of Laws and Bachelor of Science or Arts. The latter group will have to present credits for all required work toward an academic degree. This places the standard of admission in the College of Law above that of any other law college in the South. It brings us into a group of sixteen law colleges in the whole United States. We believe that this is justified both from the standpoint of better preparation of the men who will practice law in the state and of the needs of the profession. More lawyers are being turned out at the present time than can be adequately absorbed.

COLLEGE OF PHARMACY

The College of Pharmacy continues to do outstanding work and is receiving more national recognition each year. During the past year the Dean of this college served as President of the American Association of Colleges of Pharmacy. The head of the Department of Pharmacy has recently received a \$1,000 research fellowship from the American Pharmaceutical Association.

COLLEGE OF EDUCATION

The new Demonstration School, for which appropriation was made during the biennium by the State Legislature and the General Education Board, will enable the College of Education to conduct a real laboratory for the benefit of the public schools of the state. A vast saving should be effected through the operation of this school whereby the most efficient and economic methods of instruction and administration can be worked out.

MILITARY DEPARTMENT

Among the independent establishments in the University the Military Department, during the biennium, secured the rating of "Excellent" and the highest grading by the Inspectors of the War Department at any time in its history. The morale in this department is high, and more students are now applying to take the Advanced ROTC work than we are able to accommodate because of the limited allotment by the War Department.

ATHLETIC DEPARTMENT

General progress has been achieved in the Athletic Department during the biennium. As already mentioned, the indebtedness on the swimming pool has been completely retired, and about two-thirds of the debt on the stadium retired, in spite of the continued depression. The inter-collegiate teams are displaying a better spirit and higher standards of scholarship because of the institution of stricter regulations for participants. The welfare of the students involved is rapidly becoming the objective of athletics at the University, rather than the overwhelming desire to merely win games. The spirit is apparent both among the students and alumni of the University. A marked feature of this is the greatly increased demand among the student body for intramural athletics. I do not believe that a larger percentage of the student body in any college or university is engaged in athletics than at the University of Florida. Gradually we are coming to realize that the health and social welfare of the mass of students is more important than the successful exploitation of a few men composing varsity teams. The Athletic Director should be commended for the progress made in solving problems which inevitably arise in the conduct of college athletics.

SOCIAL AND RELIGIOUS SERVICE

The social and religious life of the University still suffers from the lack of an adequate building in which this work may be properly carried on. The temporary building now in use has been made more attractive, and considerably more students are making use of it. A nucleus for this building is in hand but nothing can be attempted until the financial stringency is lifted.

GENERAL EXTENSION DIVISION

More definite policies have been established by the General Extension Division during the biennium. Upon these the Board of Control and the administration of the University have spent much time. There seems to be an almost unlimited demand for this kind of work in Florida. The organization is now set up in such way so that the various interests in the state may be served without sacrificing the residence instruction. The limited funds make it impossible to meet all the demands made upon us. The Director of the Division is attempting to meet those that are most urgent.

AGRICULTURAL EXTENSION SERVICE

The Agricultural Extension Service has suffered appreciably because of the difficulties encountered in some of the counties of the state in balancing their budgets. As pointed out in my last report, the salaries of county and home demonstration agents are paid largely from county funds. The reduction of these funds and the cutting out of appropriations of the Agricultural Extension work by county officers has brought into this service a degree of uncertainty which has inevitably affected the morale. The Director and the Vice-Director have carried the work forward in a remarkable way, in spite of the unusual obstacles which have confronted them. I hope the time is not far off when all Federal funds for Agricultural Extension may be matched by the State Treasury, thus giving more permanence and security to the workers who bear the heat and the burden of Agricultural Extension.

INSTITUTE OF INTER-AMERICAN AFFAIRS

Although the Institute of Inter-American Affairs has been compelled to do its work almost without funds, progress and interest are encouraging. A good many courses of study have been inaugurated at the University adapted to the requirements of Latin-American students. Ten of these students were enrolled in the University last year. We sent an Exchange Professor to the University of Madrid.

The Acting Director of the Institute spent six months in Guatemala doing research in the Mayan civilization. This was made possible through the cooperation of the Carnegie Institute of Washington, D. C.

The Radio Station has cooperated effectively in the program, and numerous broadcasts have been made to acquaint the people of Florida and surrounding areas with the life, habits, customs, music, and commercial conditions in the republics of Central and South America. Letters and communications have been received concerning these programs from many of the countries involved.

Since the close of the biennium word has been received that the University of Florida has been awarded one of the three educational medals offered by Fidac for distinguished service in foreign relations. Fidac is the international organization of war veterans in the Allied Countries. This outstanding recognition of the work of the Institute is very encouraging and is sufficient in itself to warrant carrying forward the work more vigorously.

UNIVERSITY MUSEUM

During the biennium a complete inventory has been made of the entire collection in the Museum. Gradually a card index is being made. With the small force available this will require some time. As formerly stated, it will be impossible to do a great deal with this large and valuable scientific collection until space is provided. At the present time, with most of the specimens and articles packed away, the Museum is largely useless to both the public and the University. It constitutes one of the greatest building needs we have. A plan for the educational use of the scientific specimens should be worked out as quickly as possible, though space limitations will prevent an adequate solution of this problem.

ELECTRICAL DEPARTMENT

The report of the electrical engineer is interesting and illustrates one of the many economies that has been put into effect at the University. With additional buildings put up and added demands for power in the commons, dormitories, campus lights, pump, heating plant, and at other points, the cost of electricity has been reduced to about 50% of the total amount formerly expended. A decrease of \$6,909.02 is reported for a ten months' period.

UNIVERSITY LIBRARY

Mention has already been made of the Library in the general statement relating to buildings. I would emphasize again the need of a more adequate appropriation to take care of books and periodicals. The amount available during the past biennium has hardly been sufficient to take care of replacements, bindings, and those things necessary to maintain the Library in its present status.

INFIRMARY

With its splendid new building and equipment the Infirmary of the University of Florida will compare favorably with hospitals to be found in any university in the country. It is operated without making demands on the State Treasury. The entire staff, upkeep, and overhead are paid from fees collected from students. The State Treasury has been called upon for the capital investment in the building, and no additional demands for this purpose need be made until the University grows to the point where the building will have to be enlarged. Nothing of this kind is anticipated for a number of years.

ALUMNI AND PUBLICITY

The offices of the Executive Secretary of the Alumni Association and Director of Publicity have been consolidated. Notwithstanding handicaps in funds, equipment, office space, and in other directions, a constructive program has been carried forward during the biennium. The alumni are becoming more actively interested in the affairs of the University and are now sufficiently numerous to be a leaven in the state making for intelligent understanding. A campaign was put on during the biennium which greatly increased the active membership.

We have been fortunate in the calibre of men who have provided the leadership for the Alumni Association of the University. Probably no small group of men in the State of Florida would average above the Alumni Council in ability and loyalty. This is an incalculable asset, and the present Alumni Secretary is to be commended for the success with which he has carried on his work.

AGRICULTURAL EXPERIMENT STATIONS

The Agricultural Experiment Stations are discussed in a separate report by the Director. There is nothing more important in the life of this University than the work of these institutions, and I commend this report to the Board for its consideration.

THE RADIO STATION

The operation of a pioneer educational broadcasting station is interesting but difficult. Educational stations have suffered from considerable discrimination because of commercial interests. It is exceedingly difficult to get an adequate wave length with sufficient power and night-time reception for an educational station. The commercial advertisers wish high power with clear channels and the night hours which are the best for reaching their prospective patrons.

A station supported by the State is essentially in conflict with municipal and commercial broadcasting, if it undertakes to solicit commercial advertising. With the small sum of money available from the State funds for the operation of WRUF, programs of high quality cannot be secured. The Station is now being operated at about one-fifth of the cost of the average 5,000 watt station. On the other hand, if advertising is sought to enlarge the revenue for the Station, immediate conflict is precipitated.

During the past biennium the State and University Station WRUF has probably paid for itself many times over. It would be impossible to calculate

what the value has been to the state and its various industries through lectures, reports, and information sent out over the country through the air. We know that in one of the minor activities of the station a great deal of property has been saved. Through police reports broadcast from this station during a part of the biennium only, there has been recovery of over \$175,000 worth of stolen property, and more than a hundred criminals have been apprehended. Because of the peculiar geographical shape of Florida in the form of a peninsula, the broadcasts concerning stolen automobiles, for example, are very effective, because there is only one direction in which these cars may be driven out of the state.

The greatest service of the station has been along the lines of education and better appreciation of music. A special Music Appreciation program has been offered through the cooperation of the State Department of Public Instruction in Tallahassee. Advantage has been taken of this by the public schools scattered over the state. The demand for this program has been so great that other stations in the state have asked for the privilege of broadcasting it. This has been freely granted.

The Farm Hour program conducted by the Agricultural Extension Division, which are broadcast forty-five minutes daily, except Sundays, have enlisted increasingly greater audiences of listeners and have stimulated a great many inquiries from the farmers and those faced with agricultural problems.

During a part of the biennium daily reports were broadcast by the State Marketing Bureau, in Jacksonville, by indirect control. Information received shows that these reports saved the growers and shippers of Florida a great deal of money. Unfortunately, this service had to be discontinued for lack of funds.

Perhaps the outstanding event in the two years' history of the Radio Station has been the connection with the Columbia Broadcasting System, which has brought to the Station a great many hours of quality sustaining programs without cost. Unfortunately, because our restriction to daylight broadcasting, this connection cannot be maintained during the whole year. At certain times in the year commercial advertising would not seem to be profitable when broadcast before sundown.

It is highly desirable that a definite sign-off time be secured for WRUF if possible. We are now compelled to sign off at sunset in Denver, as we share our wave length with KOA, a powerful station belonging to the National Broadcasting Company.

I commend the report of the Radio Director for careful study. Radio broadcasting undoubtedly has many possibilities generally and much for education in particular.

CONCLUSION

In conclusion I wish to speak of my appreciation of the sympathetic cooperation which the University administration has received from the students, alumni, and countless friends throughout the state. I do not believe that a group of students similar in size and character to the student body at the University of Florida has ever made a better record in general conduct than

has the student body of the University of Florida during the past two years. As I have remarked on other occasions, perhaps the outstanding feature of the University of Florida is the highly developed system of student government by which men leaving this institution are signally equipped by training and experience to assume responsibilities of leadership and citizenship. A democratic spirit reigns everywhere among the students and faculty on this campus. There is a delightful informality of relations that is priceless in maintaining enthusiasm and morale.

To the Board of Control, more than any other group, I am under obligation for their steadfast support and constructive helpfulness in solving the many problems which confront one in an institution with the complex and intricate relations which obtain in state-supported and state-controlled institutions of learning.

Respectfully submitted,

JNO. J. TICERT, *President.*

REPORT OF THE DEAN OF STUDENTS

To the President of the University.

SIR: The biennium which has just closed has proved to be a very busy one in the office of the Dean of Students. This increased activity has been occasioned largely by three phases of our work: first, the demand for jobs of some kind which would enable students to defray their expenses at the University has increased to a marked extent; second, the determined drive made to secure better scholarship on the part of all students; and third, the closer inspection made of the rooming houses which cater to student patronage. Of course, the increase in the size of the student body has normally increased the number of personal interviews necessary. We are pleased to report that, with the exception of satisfying the demand for jobs, the biennium has been very successful. Student government has functioned with an unusual degree of smoothness; comparatively few cases for disciplinary action have arisen, and a much better understanding of the functions of this office has developed on the part of both the faculty and the student body.

We are also much pleased with the improvement in scholarship which has taken place during the last biennium. The student body average for the past four years is as follows:

1928-1929.....	.801
1929-1930.....	.847
1930-1931.....	1.081
1931-1932.....	1.122

As a further evidence of improved scholarship, we are pleased to report that the number of students dropped on account of failure in studies has decreased very materially.

Generally speaking, the activities of this office have to do with student life on the campus. While a great many of our activities have had to do with student organizations and groups of students, we have attempted to treat students as individuals. The activities of the office of the Dean of Students might be classified as follows:

Guidance of individual students.	Self-help.
Work with faculty members.	Honorary societies.
Student government.	Discipline.
Dormitories.	Freshman Week.
Rooming houses.	By-laws.
Fraternities.	Placement of graduates.
Social activities.	Scholarship.
Scholarships and loans.	Automobiles.

GUIDANCE OF INDIVIDUAL STUDENTS

Since the primary function of this office is that of securing intelligent and active cooperation on the part of the students, we feel that personal interviews with them is one of our most potent means of obtaining this objective. While we do not keep a record of all the young men coming in for consultation on various matters, we do know that several dozen such interviews are held

every day. In many instances the questions may be somewhat trivial and may take up more time than is justified. We feel, however, that we should encourage students to come in for interviews whenever they desire to do so. We are thus able to keep in rather close touch with student opinion and to direct this opinion effectively.

WORK WITH FACULTY MEMBERS

We believe that the members of the faculty are in most instances becoming sympathetic with our work. We found for a time a disposition of some to think that we are coddling the students and encouraging them to depend on others rather than on themselves. While there is always the danger of overdoing a sympathetic attitude, we believe that in most instances we have avoided this difficulty. More and more faculty members are calling on this office for various types of information relative to students. In many instances faculty members are calling our attention to types of maladjustment on the part of individual students and are offering their services in helping to solve the difficulty.

STUDENT GOVERNMENT

Probably the student government at the University of Florida is the most distinctive feature of our student body. The method of selecting student body officers, the participation of the student body through its officers in University affairs, and the very definite sense of responsibility for the general welfare of the University attract very favorable comment from the public at large and from officials of other universities. Possibly political feeling runs a bit too high during the spring campaign for the election of officers. This, however, seems to leave no lasting ill will and within a few days violent antagonists during the campaign forget their differences and all continue to work for the general welfare. Probably the best indication of the seriousness with which the students take matters of the student government is in the type of men who have been elected to the presidency of the student body and other major student body offices. This is especially true of members of the Honor Court. We feel very definitely that the officers as selected by the students can compare very favorably in ability and in character with state officers selected for the government of our commonwealth.

A great deal of discussion has taken place on the campus this year relative to the work of the honor system. Just as all things human are to a certain extent imperfect, so with our honor system; it has not completely done away with cheating on examinations. Objective evidence as to the real extent of infractions of the honor system is very hard to secure. We have discussed this matter with hundreds of students during the past year, and we believe that the situation is improving. The mere fact that quite a number of the leading students are constantly discussing possible ways in which the system can be improved indicates a healthy sentiment. On several occasions we have heard rather serious charges made concerning the extent of cheating. On investigation, most of these statements seem to have come from people who did not have adequate evidence on which to base their conclusions. The Honor Court is given a part in the program of Freshman Week. Members

of the Court are also given an opportunity to talk to the student body at Assembly at various times during the year. The Blue Key honorary society has undertaken to have its members talk to groups of high school students on the honor system before they come to the University of Florida. All these things indicate to us that the large majority of the students take the honor system very seriously. We believe that some improvement could be secured if all faculty members could be induced to put very definite emphasis on this phase of student government as occasion arises during the various class hours. There seems to be evidence that students take their cues from faculty members in the various courses: large numbers of students have told us that in certain courses there is no cheating, largely because of the careful way in which the instructor has put the requirements of the honor system before his students.

DORMITORIES

Three years ago we began the policy of putting the government of the dormitories, so far as conduct is concerned, in the hands of students. No faculty member is quartered there. The chief monitor, who is President of the student body, with twenty assistant monitors, is held responsible. This plan has worked fairly well. The monitors are selected from the Senior Class by officers of the University. While this position pays only \$6 a month, it is very much sought after by our leading students. We are satisfied that this plan is better than that of quartering faculty members in the dormitories with the students, and we recommend that it be continued.

ROOMING HOUSES

Two years ago a graduate student was appointed assistant in this office for the purpose of making a complete survey of the rooming house situation in Gainesville. His thesis was based on the data collected in this survey. We found that there is a surplus of rooms for the accommodation of students, but that in many instances these rooms are very undesirable. Some are, however, very cheap, and as long as there is no positive menace to health and morals in the type of place which the student selects, the University seems to have no legal authority to forbid students living in these undesirable places. The survey which was made gave us very definite information which has enabled us to secure the cooperation of most of the rooming house operators in improving conditions generally. We are using \$500 of the funds allotted to this office to pay a man whose duty it is to inspect at frequent intervals all places where students room. In addition to inspecting the rooming houses, he is day policeman on the campus. Recommendations concerning this position will be found at the end of this report. This inspector has been tactful in his work, and we believe that through these frequent inspections, made entirely with the permission of the rooming house operators, a very decided improvement has been made. In spite of the fact that there is already a surplus of rooms for the accommodation of students, new houses are being built this summer which will accommodate approximately 150 additional students. This means that if our present enrollment is maintained, there will be room for approximately 700 more students than depend on these hot boxes for quarters.

FRATERNITIES

More than forty per cent of the students at the University of Florida belong to social fraternities. Most of these are national organizations. The Dean of Students and his assistants have visited several times during the year each of the fraternity houses. We are pleased to note the excellent condition in which these houses are kept. In most instances these groups are making sincere efforts to improve the scholarship and general usefulness of their organization. The Dean of Students meets with the Interfraternity Conference and in this way is able to interpret University policies to this organization. We report with pleasure that we have found a genuine desire for cooperation on the part of the fraternities.

SOCIAL ACTIVITIES

The Dean of Students, as Chairman of the Committee on Social Activities, has been able to keep in very close touch with activities of this kind. All records relative to any social activity are kept in this office. Each organization contemplating any social activities during the semester files with us a tentative schedule. After these are approved, specific permission must be secured and acceptable chaperons appointed before the activity is held. Here again we have adopted the policy of getting the students to assume responsibility for good conduct, and we are pleased to report that the activities of the past year were unusually free from abuses which are frequently associated with college social affairs.

During the past year two innovations have been made in the way of social activities. These are the dance given by the College of Agriculture, and the dance given by the Sophomore Class. Both of these events were very successful, and we trust that they will be continued in the future.

We are pleased to note that there is practically no snobbishness in social affairs among the students at the University of Florida. While all of the dances must of necessity be given and sponsored by some definite organization, attendance at these dances is not limited to members of the organization.

Four years ago the practice of having a spring recess, at which time all fraternity house parties must be given, was begun. This provides for considerable activity on the part of those students interested in such things, and it gives those students not socially inclined an opportunity to visit the home folks. While three days are given for the spring recess, there is no material loss of time, as the University session begins earlier in the fall. A survey recently made by the Registrar as to the number of days of actual teaching indicates that the University of Florida calendar provides for more than the average recitation periods when the state institutions are considered as a whole.

SCHOLARSHIPS AND LOANS

As Chairman of the Committee on Scholarships and Loans the Dean of Students has been able to keep in close touch with all matters of this kind. It is hoped that eventually all organizations and individuals offering any type of loans or scholarships to students will do so through this committee. In many instances loans are made and scholarships granted to young men who are not good educational risks. If we could get all organizations to make use of the information collected in this office and in the other offices of the Uni-

versity before granting any loan or scholarship, we believe that much more effective work could be done with the money expended. Some progress has been made in this direction. Where we know of scholarships and loans which have been granted, detailed reports on the progress of the student are made twice a year to the donors. They seem to appreciate this service and are beginning to accept recommendations made by this committee. The University has absolutely no funds which can be used to help needy students. It frequently happens that a small loan would mean a great deal to some very deserving student. If it were possible to accumulate a fund for this purpose, we are satisfied that a great deal of good could be done with it.

SELF-HELP

Approximately fifty per cent of the students at the University of Florida pay a part or all of their expenses by working while going to school. It is impossible to know the exact number of men or the exact amount earned by those who work off-campus, but careful records are kept of those who work on the campus.

Approximately \$75,000 from University funds went into student employment on the campus during the 1931-1932 session of the University. These students work in practically every phase of University administration from the office of the President to the chief caretaker of the Agricultural College hog pen. For the most part they are paid by the hour on the following scale: sophomores, thirty cents; juniors, thirty-five cents; and seniors, forty cents.

Very few freshmen or first-year men are employed because most of the appointments for the coming year are made in the spring before the close of school. Then, too, it is the policy of the Self-Help Committee not only that students appointed be in good scholastic standing, but also that they shall have been students at the University for at least one semester.

Several departments use students in large numbers, such as the Library (20), University Cafeteria (40-50), Dormitories (20), Radio Station (12-15), etc. In many instances it is possible to reduce the total cost of a department by using students to act as laboratory assistants and instructors or tutors under the supervision of the department where otherwise a full-time person would have to be employed.

In spite of the fact that the University employs a student wherever student labor can possibly be utilized, we have far more applications than we have jobs. At the present time we have applications from more than 500 students for help. This means that there are 500 student applicants whom we are unable to employ for next year.

The office of the Dean of Students is constantly on the lookout for new sources from which loan funds and scholarships can be had. Also, it is on the lookout for any kind of extra part-time jobs on the campus or off the campus which will provide any employment for students.

During the past session quite a number of good students had to leave the University because they could not find work sufficient to pay for room and board. We found quite a number of students who went through the entire session with an expenditure of less than \$300.

We believe that where there is a promising student in a community, the community should accept the responsibility of helping to finance him for at least his first year in college.

HONORARY SOCIETIES

During the past year a survey was made by this office of all honorary and professional societies on the campus. It was found that we have twenty-seven such organizations. We desire to commend the work of most of these. We do feel, however, that in some instances organizations have been brought on the campus by ambitious students solely for the purpose of securing additional keys for the members. Considerable pressure is being brought to bear on some of the weak organizations to force them to engage in some constructive work or surrender their charters. Several have accepted the latter alternative within the past year. In the future the Committee will refuse to permit the organization of any such societies unless it can be shown that these can make a very definite contribution to the general welfare of the University.

DISCIPLINE

In all cases where any infractions of University regulations are reported or where any type of misconduct seems to have taken place, the Dean of Students makes an investigation. If, in his opinion, the offense is of sufficient gravity and the evidence is clear enough, a report is made to the Committee on Discipline. We are pleased to report that very few cases of this degree of gravity occurred last biennium. In most cases of first offense we find it more desirable to put the student on probation rather than resort to more extreme measures. If this probation is violated in any way, the matter is handled by the Committee on Discipline.

FRESHMAN WEEK

At the beginning of the year 1929-1930, the University of Florida initiated Freshman Week. In doing this we followed the lead of a large number of American universities and colleges. The activities of Freshman Week are designed to acquaint the freshmen with university life in a careful and systematic way. Faculty members have been very generous with their help in this activity. Various tests are given, and many of the rough spots are smoothed out, by personal contact and interviews, before the actual class work begins. We are pleased with the results of Freshman Week so far and recommend that it be continued.

BY-LAWS

The Dean of Students is Chairman of the Committee on University Regulations or By-Laws. The first effort to codify all regulations and publish them in usable form was made during the summer of 1929. A booklet was published which has been helpful to both students and faculty in clarifying many doubtful points and making clear what the University expects of the students and faculty members. These By-Laws have been revised annually.

PLACEMENT OF GRADUATES

Two years ago the University began in a very modest way an attempt to find positions for its graduate students. While the existing business depres-

sion has made it impossible for us to find many jobs, we do feel that a good start has been made in this activity. We now have complete personnel records on all students who have graduated during this time, and can supply very definite information to prospective employers. Prof. J. E. Chace has been for the past two years in charge of this work, in addition to carrying a full teaching load.

He has not, of course, received any additional compensation. He is now working on an advanced degree and will not find it possible to supervise this work any further. It is our intention to continue the work with a graduate student in charge. We expect this student to make a study of the placement services in several state institutions and to embody in our plan anything of value which our limited appropriations will permit. It is hoped that we shall be able to combine in a general way the placement services of the various colleges on the campus. Each of these colleges will, of course, be able to do a great deal towards placing its own graduates. The general placement bureau for the present will be charged with the duty of collecting information other than class records on all students, and will furnish this to the colleges and prospective employers on request. We do not see how the funds now available will enable us to do more than this general type of work.

SCHOLARSHIP

Two years ago the University Council adopted a regulation requiring that each instructor report at the end of each month any student in the Freshman or Sophomore Classes falling below *C* in his work for the month. These reports come in to this office and to the dean of the college in which the student is registered. In all cases letters are mailed to parents informing them of these delinquencies. Where the delinquency is serious, the student is interviewed by someone in the office of the Dean of Students and an effort is made to determine the underlying cause of such delinquency. We are satisfied that this type of interest on the part of the University officials in the progress of the students has contributed a great deal towards the improvement in scholarship during the last two years.

AUTOMOBILES

The number of students having automobiles in their possession at the University has increased in the last two years. Six students have been killed in automobile wrecks during this time. We find, however, that in only one case was the automobile involved in one of these fatal accidents in possession of a student at the University. In all other cases the unfortunate student was "hitch-hiking". A recent survey which we made of the practice in regulating the possession of automobiles by students indicates that comparatively few institutions have found it necessary to forbid possession and operation of automobiles by students. We do not see how at this time the University would profit by such prohibition. Our present regulations require that a student having a car at the University register the car and that he carry accident and liability insurance.

The practice of "hitch-hiking" is considered to be far more serious than the possession of automobiles. As was pointed out above, five students have

lost their lives in the past two years while "hitch-hiking." It seems to us that there is a wrong educational principle involved. There is a very definite possibility that the person begging a ride on the road will get the idea that the community owes him, if not a living, at least a ride. We believe that unless a student can pay his way in a respectable and dignified manner, he should not make trips at all. However, we do not see how anything can be done about it. It would be utterly impossible to check up on all students; hence a regulation forbidding this practice would be worthless. A state law might justify motorists in not picking up those soliciting rides. We are not in a position to make definite recommendations about this matter at this time, but we do feel that it is far more serious than the public generally realizes.

RECOMMENDATIONS

We feel that there should be a man devoting his whole time to the duties of rooming house inspector and day policeman for the campus. This office has contributed \$500 to the salary of a man charged with both duties. He devotes only half-time to this work. We feel that, if a man could devote his full time to checking automobiles, acting as campus policeman, and inspection of rooming houses, much better results could be secured.

We desire to call attention to the limited facilities for personal interviews in our office. Interviews with students must be confidential and private. Our present quarters make this almost impossible. When it is possible to do so, we hope that additional room can be assigned to us.

It will be practically impossible for us to expand the activities of this office with the funds requested in our proposed budget for the next biennium. We believe that the present activities can be carried on fairly well with the present appropriations; we hope that it will not be necessary to reduce the amount which we have been receiving, as such reduction would inevitably curtail activities which we feel are well worth while.

In closing we desire to express our appreciation for the unqualified support and encouragement which you have given us in our work. We trust that our efforts in behalf of the general University welfare have not been wasted.

Respectfully submitted,

B. A. TOLBERT, *Dean of Students.*

REPORT OF THE BUSINESS MANAGER

To the President of the University.

SIR: I have the honor to submit herewith a financial statement of receipts and disbursements for all departments of the University, including the Agricultural Experiment Stations and Agricultural Extension Service, for the biennial period ending June 30th, 1932.

I also submit the financial statements and balance sheets of the Book Store, Cafeteria, and dormitories, as noted in the annual report of the Auditor of Custodian Funds.

The first year's statement appears in the Financial Report of the Business Manager, Volume 27, Series 1, No. 2, of the University Record.

CAFETERIA

In submitting a report of the Boarding Department for the last biennium, we showed a balance of \$23,517.31, of which \$10,000.00 was spent for remodeling Section "E" of Thomas Hall, and the balance invested in additional equipment for the Cafeteria, such as steam tables, counters, a refrigerating plant, and linoleum for the floors. This equipment was itemized in our last report. However, there were a few additional items not listed, such as a vegetable slicer and grinder, costing \$602.75, a Coolair Fan, \$196.00, and a composition floor for the kitchen, \$502.95.

The Cafeteria was formally opened to students attending the summer school of 1930. It was more or less of an experiment, but with readjustments it has been practically demonstrated during the two years of its continuous service that this is a great improvement over the old-style family service, and that it is rendering distinct benefit to the student body. We have been able to give the students a selection of well-prepared food, with quantity helpings, at a price of \$18.00 per month, which price has been reduced during the present fiscal year.

With the operation of the Cafeteria as distinctly separate from the dormitories, it was considered advisable to separate the charge, and permit students to live in the dormitories without eating in the Cafeteria. Therefore, we have not been successful in having as many boarders as we expected, owing to the keen competition of the off-campus boarding houses, and the fact that many of the boarding places are making special concessions of free board to any student bringing in six or eight paid boarders. With your approval, in order to offset this condition, we arranged a special discount on Cafeteria tickets of five per cent to dormitory students.

With a change in purchasing, whereby we cooperate with the State Purchasing Department, we have been sending our requisitions for supplies to Tallahassee, where those in charge secure the lowest bids from State jobbers and packers.

Milk is supplied by the Agricultural Experiment Station dairy at 40c per gallon in bulk, and at 3½c per half-pint bottle. This is the very highest

grade of Jersey milk, and is bottled under the most sanitary conditions. It has a very high percentage of butter fat.

We are now securing lights under contract with the Florida Power Corporation at a rate not exceeding 2c per kilowatt hour, depending on the amount used.

A considerable saving has been effected by a substantial reduction in the salaries paid the Dietitian and assistants, and also to the cooks and those employed in the preparation of foodstuffs.

For the most part, students are employed as waiters and buss boys, the allowance being the student's meals for approximately one hour's service per meal. We now employ about sixty students. Owing to the fact that the meals extend over a two-hour period, it has been necessary to add more workers.

When we first began the operation of the Cafeteria, we paid the students for services rendered on an hourly basis, and they were required to purchase their Cafeteria meal tickets, which increased the amount paid for this service, and, of course, ran up the ticket sales. Since then, we have found it more satisfactory to furnish meals in return for service, and the amount of disbursements in this particular item has been considerably decreased since that time.

We are not feeding as many students as we had hoped to, but we believe that the Cafeteria will become more popular in time, and that the change will prove a lasting one. It has already raised the morale of the students by allowing them more time for their meals, and thereby cutting out the possibility of hurried eating, and has eliminated the noise and confusion of a crowded dining-room. Furthermore, this arrangement allows classes to be held during the noon hour. I feel this has been one of the most worth-while changes within the last biennium.

DORMITORIES

There has been an increased demand for additional dormitory space. This demand was partially satisfied by constructing the new fire-proof dormitory, which accommodates 183 students and cost approximately \$280,000.00, payable out of funds collected from the gasoline tax. This new building was completed for the opening of the University, September, 1929, and has proved to be a very great asset to the University in taking care of its students. During the year 1929-30 this dormitory was used exclusively for freshmen, but upper classmen are now admitted to it.

The two old dormitories, Buckman and Thomas Halls, are greatly in need of overhauling. Section "D" of Thomas Hall was remodeled during the summer of 1930 at a cost of \$20,402.00. It is a splendid, up-to-date, and fire-proof section, having twelve double rooms and twelve single rooms with lavatories and built-in dressers in the single rooms. Excellently equipped bathrooms are provided on each floor, and the floors in all bedrooms are covered with tilelet flooring, as in the new dormitory.

Section "E" of Thomas Hall was remodeled during the summer of 1931 at a cost of \$19,848.86 paid from accumulated room rentals of the old and the new dormitories. This section is of fire-proof construction, having ten double

and ten single rooms finished and equipped in the same manner as Section "D", with the addition of a much-needed social hall.

It was hoped that one section of the old dormitories could be remodeled each summer until every section in both Thomas and Buckman Halls were done over, and a sinking fund has been set up for this work. The students are greatly pleased with the remodeled sections.

In my report for the last biennium I stressed the fact that we should have additional dormitory space, sufficient to take care of the incoming freshmen class, which for the past year was approximately 850. We now have housing facilities for about 500 with the exception of Section "A" of Buckman Hall, accommodating 25 students, which has been turned over to the College of Commerce and Journalism for much-needed class room space.

Each section of the dormitory is in charge of a monitor directly responsible to the Dean of Students. These monitors are selected from the Senior class because of their outstanding scholarship and deportment. The supervision is under direct care of a housekeeper, assistant housekeeper, and head janitor, who see that all rooms in the dormitories are maintained in a clean and sanitary condition.

BOOK STORE

The Book Store, under the direct management of the Business Office, supplies text books and stationery at the lowest possible cost, figuring only such profit as is necessary to take care of the manager's salary, clerk hire, replacement of equipment, and loss on books that have become obsolete.

In the last year we have enlarged this department considerably, and have installed an up-to-date soda fountain, where we are able to give students excellent service at a low cost. This installation has proven a great source of satisfaction to the faculty and students.

DUPLICATING DEPARTMENT

A great service is being rendered to students, faculty, and administrative officers by the Duplicating Department, where multigraphing, mimeographing, and dittoing of the various departments has been centralized. This effects a more efficient handling, and reduction in the replacement of equipment. In the past, many of the departments had their own equipment, thus necessitating a considerable investment of the State's money, as well as overhead cost and depreciation, with additional help required to take care of their needs in this line. Now that the work is centralized in Language Hall and turned out on a quantity basis, we are able to cut down the investment in equipment for the University as a whole, and furnish this work at a much lower rate.

OFFICE PERSONNEL

The past two years have shown a remarkable growth in the student body, which has been responsible for a need of a more efficient system of handling the funds in the Business Office.

There have also been made extensive improvements in rehabilitating old buildings, thereby securing additional class rooms, and abolishing certain obsolete and inadequate wooden structures which were eyesores on the campus.

I wish especially to comment on the very excellent service rendered by Mr. L. W. Morey, who visited the University in the spring of 1932 at your invitation, and made an exhaustive study of the business methods of our office. Mr. Morey, who is Comptroller of the University of Illinois, with the assistance of Mr. H. W. Gray, of the College of Commerce and Journalism, made certain recommendations for improvements which for the most part have been incorporated in the office system, thus enabling us to carry on with the present budget appropriations.

Among the many improvements suggested by Mr. Morey are the following: budget arrangement and terminology changed and accounting procedure standardized in keeping with the recommendations of the National Committee on Reports for Institutions of Higher Learning, centralization of purchasing procedure, and elimination of certain bookkeeping methods wherein there was a duplication of effort.

There are other proposed changes that should be approved by the Board of Control, possibly requiring legislative action, before we can complete all of Mr. Morey's recommendations.

Owing to Mr. Morey's wide experience in the field of University accounting, we feel that when all of his recommendations have been effected in our office procedure, we will have a smoother working system which will provide an internal audit of all University funds in the most efficient manner, and which will help us to continue the work with no additional state appropriation this biennium, in spite of the increased demands of the office.

PURCHASING

All purchasing for the University, main Experiment Station, and all branch stations, has been centralized in the Business Office in an attempt to cooperate with the State Purchasing Department, whereby we might secure a more economical handling of the purchases, and effect a greater saving to the State through cooperative buying.

Previous to this time, the University has been fortunate in having contacts with the Southern Educational Buyers and Business Officers' Association, of which the writer is Vice President. This association comprises a number of southern universities and colleges. The University also has had contacts with the Educational Buyers' Association. Through these agencies we have been able to secure excellent prices on all purchases, especially scientific apparatus and classroom equipment.

I feel that as soon as all of the details have been completely worked out, we will have a more efficient handling of this important function.

In the fall of 1930, the Business Office was made responsible for the operation of the Maintenance Department, whereby all work in connection with the upkeep of buildings and grounds was handled through a central department. We were fortunate at this time in securing a building to house the workers and take care of all supplies. A wooden structure, built by the government in 1918, which occupied the site in front of the newly erected brick Infirmary Building, was dismantled, and the material used for this structure. It was built at a point near the Central Heating Plant, on the southwest confines of the campus, and here offices were furnished to the superintendent of buildings

and his assistant, who acts as storeroom custodian, and quarters provided for the head-painter and superintendent of grounds, who are in charge of all the repair work of the institution. This building is a two-story wooden structure, 40 x 60 feet. In the basement we have a woodworking and plumbing shop, and storage space for lumber, paints and oils.

In addition to this, we were able to dismantle an old garage storage structure, erected by the government in 1918, and, after rebuilding it near the site of the service building, to use part of it as a garage for trucks, tractors, and all machinery used in campus improvement. Since then, we have added one more storage room, an additional unit of this same garage, which will be utilized for lumber storage and possibly as a woodworking shop where the carpenters may prepare materials for all building needs.

Paint machines have been purchased whereby we are enabled to do more efficient work with less labor and material.

I believe there has been greater progress made in keeping up the buildings and beautifying the campus during the past biennium than in any like period of time.

Special mention should be made of the installation of a spur track extending from the Seaboard Air Line Railway to the coal bunkers of the Central Heating Plant. We will be able to save materially on our drayage bill for all departments, and a vast saving will be realized on hauling coal. Formerly, it was necessary to transport coal from the freight depot to this building. Also, we will be able to secure carload shipments of supplies, and to unload them right in our service building.

A new athletic field has been completed at the south end of the stadium. A great saving was effected through the cooperation of the contractor for the spur track, who removed fifteen thousand cubic yards of overburden.

Another economy has been effected by the consolidation of the two telephone exchanges, one in Language Hall and the other in the Horticulture Building. The new switchboard, which is located in the basement of the Auditorium, offers twenty-four-hour service to approximately 115 telephones. One regular day-operator and two student night-operators are employed.

I will not mention other improvements which have been made, but I would like to point out some of the larger accomplishments by the Maintenance Department during the two-year period:

1. Storeroom in basement of Auditorium
2. Rain sheds over doors in the new Gymnasium
3. Downspouts on Thomas Hall
4. Additional music rooms in the Auditorium for studio work
5. Installation fire escape and removal of water tank from Engineering Building
6. Building toilet stalls in instructional building, and dormitories
7. Foundations for and installation of street lights
8. Installation of bell from battleship "Florida" on roof of the Chemistry Building
9. Alteration work, remodeling orchestra pit, and installation of elevator for organ console in Auditorium

10. Painting walls in Auditorium
11. Moving south half of old Infirmary Building for "F" Club
12. Dismantling north half of old Infirmary Building, and erecting for Service Building
13. Building additional service garage and shops
14. Moving and repairs to dietitian's cottage

CUSTODY OF MILITARY ORDNANCE

The Business Office has the responsibility for all government property on the campus. Through an appropriation in the budget an amount was provided to secure more efficient workers to aid the Custodian of Military Ordnance. With this help we have been able to keep down the losses very materially, and thus have enabled the R. O. T. C. Unit to function more efficiently and provide a more satisfactory contact with the Business Office.

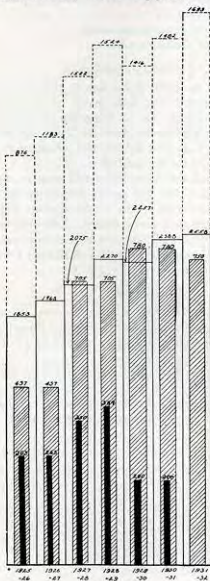
It has been suggested that the University should have an Armory where students could be issued their rifles and return them after the drill period. This would eliminate the possibility of loss by the students who leave rifles in the various buildings when they attend classes. This year we have been able to erect a brick building that will take care of this need, and will effect a savings to the University and enable the Custodian of Military Property to have a more satisfactory check on the property.

JANITOR SERVICE

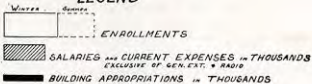
We have not asked for any additional janitors this year, although we have been pushed to the utmost with the present force to take care of all the classrooms, and especially the new additional rooms secured by the improvements noted heretofore.

No additional appropriations have been requested for other operating expenses such as heat, light and power, and upkeep to buildings and grounds, although the amounts in the budget for these items are based on minimum figures and will not provide for improvements or emergency needs.

Enrollment and Appropriations



LEGEND



In addition to the following exhibits the reader is referred to the *Financial Report for 1930-31*, University Record, Volume XXVII, No. 2, pages 60, 62 and 68. These tables give expenditures by funds and departments for the year 1930-31:

UNIVERSITY CAFETERIA

COMPARATIVE STATEMENT OF RECEIPTS AND DISBURSEMENTS, JULY 1, 1930,
TO JUNE 30, 1932.

RECEIPTS—	1930-31	1931-32	
Balance July 1, 1930			\$ 23,517.31
July	\$ 8,472.35	\$ 5,784.92	
August	2,156.52	2,037.37	
September	10,251.29	9,743.21	
October	9,469.29	8,630.85	
November	7,357.41	6,798.58	
December	4,747.84	2,235.83	
January	6,232.68	6,968.24	
February	7,529.32	6,738.75	
March	7,300.07	5,932.01	
April	6,197.95	5,002.03	
May	4,136.28	3,655.39	
June	9,446.30	7,651.37	
Total	\$ 83,297.30	\$ 71,176.55	\$154,473.85
			\$177,991.16
DISBURSEMENTS BY ITEMS—			
Groceries	\$ 28,890.28	\$ 24,721.03	
Meats and Eggs	17,218.55	15,921.84	
Butter	2,839.59	3,614.16	
Milk	8,516.10	7,417.10	
Light and Fuel	1,682.90	1,051.93	
Laundry	952.78	678.05	
Repairs and Upkeep	838.32	358.49	
Supplies	3,872.72	2,767.86	
Ice	120.75	400.25	
Incidentals, Phone, etc.	209.96	135.96	
Salaries	6,114.33	4,712.52	
Labor	13,483.61	7,745.09	
Refunds	2,115.24	525.55	
Equipment	7,730.89	913.76	
Remodeling Old Dormitory	10,000.00	
Totals	\$104,586.02	\$ 70,963.59	\$175,549.61
BALANCE: June 30, 1932 (Exhibit A)			\$ 2,441.55

UNIVERSITY CAFETERIA

COMPARATIVE BALANCE SHEET, JUNE 30, 1932

ASSETS—	1931	1932
Cash, Business Office, Exhibit "A"	\$ 2,228.59	\$ 2,441.55
Cash in Drawer	86.85	215.39
Accounts Receivable	403.92
Inventory	3,554.92	1,775.18
Equipment	45,915.94	44,533.95
*Less Depreciation	2,295.80	1,113.35
Total	\$ 49,490.50	\$ 48,256.64
LIABILITIES—		
Accounts Payable	\$ 3,519.89	\$ 3,702.39
Unused Meal Tickets	2,523.25	687.20
Reserve	43,254.35	43,447.36
Net Profit for Year	193.01	419.69
Total	\$ 49,490.50	\$ 48,256.64

*Deduct.

NEW DORMITORY
COMPARATIVE STATEMENT OF RECEIPTS AND DISBURSEMENTS
JULY 1, 1930, TO JUNE 30, 1932

RECEIPTS—	1930-31	1931-32	
July 1, 1930, Balance			\$ 4,829.36
July	\$ 83.15	\$ 62.37	
August	536.05	671.31	
September	7,411.95	5,582.85	
October	92.25	604.00	
November	60.00	488.48	
December	158.50	201.17	
January	484.66	616.19	
February	6,164.65	5,248.92	
March	279.50	809.67	
April	307.50	553.20	
May	538.22	419.58	
June	2,608.65	2,588.20	
	\$ 18,725.08	\$ 17,845.94	\$ 36,571.02
Total			\$ 41,400.38

DISBURSEMENTS BY ITEMS—			
Lights and Fuel	\$ 1,766.02	\$ 956.54	
Equipment	1,096.29	2,283.94	
Ice	63.07	61.75	
Salaries and Labor	3,958.69	4,357.38	
Repairs	227.13	91.78	
Refunds	316.70	121.65	
Supplies	537.06	233.30	
Inc. and Phones	46.27	42.72	
Arcade, and Remodelling Section D, Thomas Hall		10,301.33	
Rental of Annex	675.00	1,038.00	
Chair Account	827.70		
	\$ 9,513.93	\$ 19,488.39	\$ 29,002.32
CASH BALANCE, JUNE 30, 1932.....			\$ 12,398.06

NEW DORMITORY
BALANCE SHEET, JUNE 30, 1932

ASSETS—			
Cash (Exhibit "A")	\$		\$ 12,398.06
Equipment	10,288.54		
Less Depreciation	1,028.85		9,259.69
Total			\$ 21,657.75
LIABILITIES—			
Accounts Payable	\$		\$ 1,005.60
Room Rent Due Students			1,826.19
Surplus		19,123.37	
Deduct:			
For Remodel Section	\$ 9,745.15		
For Arcade	556.18	10,301.33	8,822.04
Net Profit			10,003.92
			\$ 21,657.75

BUILDING FUNDS, 1931-32

Permanent Building Fund, Chapter 14573:			
Income, 1931-32			\$139,890.31
DISBURSEMENTS FOR—			
Infirmary	\$	929.16	
Remodeling Thomas Hall		496.22	
Library Addition		87,027.12	
Spur Track	16,910.43		105,362.93
Balance Forward, June 30, 1932.....			\$ 34,527.38

Building Fund for Erection of Education Building, Chapter 15719:	
Appropriation	\$200,000.00
Disbursements	650.00
Balance Forward, June 30, 1932.....	\$199,350.00

University of Florida, Chapter No. 14573—1930-1931:	
Infirmary	\$ 87,272.90
Library	28,890.78
Central Heating Plant	24,936.80
Remodeling Thomas Hall	5,544.46*
Chemistry-Pharmacy	450.00
Everglades Experiment Station	31,501.34

Total Disbursements—Chapter No. 14573, 1930-31.....\$178,586.28

*An additional \$10,000.00 for the remodeling of Thomas Hall was paid from Cafeteria Funds.

OLD DORMITORIES

COMPARATIVE STATEMENT—RECEIPTS AND DISBURSEMENTS JULY 1, 1930, TO JUNE 30, 1932

RECEIPTS—	1930-31	1931-32	
July 1, 1930, Balance			\$ 2,741.91
July	\$ 52.50	\$ 72.30	
August	716.28	830.50	
September	7,943.75	6,732.85	
October	244.98	713.15	
November	50.90	305.63	
December	89.33	194.84	
January	662.90	230.27	
February	6,262.30	6,137.85	
March	433.20	797.59	
April	198.90	517.00	
May	346.29	425.63	
June	3,126.35	3,062.37	
	\$ 20,132.68	\$ 20,019.98	\$ 40,152.66
			\$ 42,894.57

DISBURSEMENTS BY ITEMS—			
Lights and Fuel	\$ 473.08	\$ 1,781.35	
Equipment	2,852.65	802.69	
Inc., Phones, etc.	62.45	52.20	
Salaries and Labor	5,393.45	5,341.75	
Refunds	667.52	242.32	
Supplies	542.98	31.05	
Repairs	347.78	449.53	
Ice	29.68	92.01	
Remodeling Section E, Thomas Hall	4,366.90	10,103.71	
	\$ 14,735.49	\$ 18,896.61	\$ 33,633.10
Cash Balance, June 30, 1932			\$ 9,261.47

OLD DORMITORIES

BALANCE SHEET, JUNE 30, 1932

ASSETS—		
Cash (Exhibit "A")	\$	\$ 9,261.47
Inventory—Supplies	367.47
Equipment	12,067.14
Less Depreciation	1,206.71	10,860.43
Total		\$ 20,489.37
LIABILITIES—		
Accounts Payable	\$	\$ 597.17
Room Rent Due Students	1,826.13
Surplus	17,156.72
Deduct:		
For Remodel Section	10,103.71	7,053.01
Net Profit for Period		11,013.01
Total		\$ 20,489.37

UNIVERSITY BOOK STORE
COMPARATIVE STATEMENT OF RECEIPTS AND DISBURSEMENTS
JULY 1, 1930, TO JUNE 30, 1932

RECEIPTS BY MONTHS—	1930-31	1931-32	
Balance, July 1, 1930.....			\$ 5,247.06
July	\$ 1,363.33	\$ 2,545.24	
August	852.38	385.50	
September	16,724.87	14,974.93	
October	7,011.32	6,826.45	
November	1,849.88	1,740.63	
December	1,899.07	1,180.70	
January	1,695.31	1,774.55	
February	8,854.10	7,740.97	
March	2,266.20	3,343.08	
April	1,223.02	3,020.78	
May	1,600.29	2,214.96	
June	5,751.40	8,125.35	
Total	\$ 51,091.17	\$ 53,873.14	\$104,964.31
			<u>\$110,211.37</u>
 DISBURSEMENTS BY ITEMS—			
Books	\$ 30,638.67	\$ 34,093.57	
Merchandise	10,738.98	13,031.33	
Equipment	267.08	1,161.20	
Salaries	3,682.97	4,061.68	
Student Help	630.94	234.65	
Fountain Supplies		4,941.74	
Fountain Labor		819.00	
Janitor Service	111.00	117.67	
Supplies and Incidentals	264.53	355.03	
Ice	10.56	37.07	
Advertising	47.25	152.80	
Repairs		20.02	
Heat and Lights	11.88	120.73	
Stationery	631.62	15.45	
Refunds	520.81		
	<u>\$ 47,556.29</u>	<u>\$ 59,161.94</u>	<u>\$106,718.23</u>
Balance Carried to Exhibit "A"			\$ 3,493.14

UNIVERSITY BOOK STORE
BALANCE SHEET, JUNE 30, 1932

ASSETS—	1931	1932
Cash (Business Office) Exhibit "A".....	\$ 8,781.94	\$ 3,493.14
Cash in Drawer	275.26	
Accounts Receivable	422.01	1,106.34
Credit Memorandums	221.12	178.62
Inventories	19,849.43	23,153.00
Equipment	5,657.06	6,218.26
*Less 10% Depreciation		621.82
Total	\$ 34,606.82	\$ 33,527.54
 LIABILITIES—		
Accounts Payable	\$ 6,692.48	\$ 4,641.41
Reserve	27,790.98	27,914.34
Net Profit for Year	123.36	971.79
Total	\$ 34,606.82	\$ 33,527.54

*Deduct.

SOURCES OF INCOME—UNIVERSITY PROPER

	INCOME		DISBURSEMENTS		BALANCE	
	1929-1931	1929-1931	1929-1931	1929-1931	REVERTED	FORWARD
STATE APPROPRIATION:						
Salaries, Equipment and Operating Expense	\$1,560,364.00	\$1,522,763.38	\$37,600.62	\$.....	\$.....	\$.....
General Extension	92,940.00	92,940.00
Radio Station	61,000.00	78,061.09	2,938.91
Chair of Americanism	5,000.00	4,935.10	64.90
	<u>\$1,739,304.00</u>	<u>\$1,698,699.57</u>	<u>\$40,604.43</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>
Permanent Building Fund	\$ 399,510.05	\$ 264,088.85	\$.....	\$.....	\$135,421.20	
Chapter No. 14573.						
FEDERAL SOURCES:						
Morrill-Nelson	\$ 50,000.00	\$ 50,000.00	\$.....	\$.....	\$.....	\$.....
Smith-Hughes	7,200.00	7,200.00
	<u>\$ 57,200.00</u>	<u>\$ 57,200.00</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>
ENDOWMENT FUNDS:						
Agricultural College	\$ 14,470.84	\$ 11,837.68	\$.....	\$ 2,633.16		
American Legion Interest	4,400.00	4,400.00	39.38		
Seminary Interest	6,762.89	4,053.70	2,709.19		
	<u>\$ 25,633.73</u>	<u>\$ 20,291.38</u>	<u>\$.....</u>	<u>\$ 5,342.35</u>		
INCIDENTAL INCOME:						
University	\$ 267,351.35	\$ 235,960.29	\$.....	\$ 31,391.06		
General Extension	119,753.72	119,714.34	39.38		
Radio	4,143.92	1,951.67	2,192.25		
Department of Architecture	56,166.46	51,177.14	4,989.32		
	<u>\$ 447,415.45</u>	<u>\$ 408,803.44</u>	<u>\$.....</u>	<u>\$ 38,612.01</u>		

SOURCES OF INCOME—EXPERIMENT STATION
AND AGRICULTURAL EXTENSION DIVISION

	INCOME		DISBURSEMENTS		BALANCE	
	1929-1931	1929-1931	1929-1931	1929-1931	REVERTED	FORWARD
STATE APPROPRIATION:						
Experiment Stations—						
Main Expt. Station Fund	\$ 534,490.00	\$ 524,484.14	\$10,005.86	\$.....	\$.....	\$.....
Citrus Expt. Station Fund	31,900.00	31,900.00
Tobacco Expt. Station Fund	51,200.00	51,180.06	19.94
Everglades Expt. Station Fund—						
Chapter 11808	126,200.00	126,191.83	8.17
Everglades Expt. Station Fund—						
Chapter 8442	10,000.00*	10,000.00
Watermelon Disease Investigation	25,000.00*	24,840.31	159.69
Sub-Tropical Expt. Station Fund	30,000.00*	29,996.45	3.55
	<u>\$ 808,790.00</u>	<u>\$ 798,592.79</u>	<u>\$10,197.21</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>
Agricultural Extension	\$ 178,704.50	\$ 162,995.51	\$15,708.99	\$.....	\$.....	\$.....
Total	<u>\$ 987,494.50</u>	<u>\$ 961,588.30</u>	<u>\$25,906.20</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>
FEDERAL FUNDS:						
Experiment Station	\$ 180,000.00	\$ 180,000.00	\$.....	\$.....	\$.....	\$.....
Agricultural Extension	231,467.81	228,556.29	2,911.55		
Total	<u>\$ 411,467.81</u>	<u>\$ 408,556.29</u>	<u>\$.....</u>	<u>\$ 2,911.55</u>		
INCIDENTAL INCOME:						
Experiment Station	\$ 50,880.26	\$ 34,859.71	\$.....	\$ 16,020.55		

*This appropriation not included in general appropriation.

Respectfully submitted,

K. H. GRAHAM, *Business Manager.*

REPORT OF THE REGISTRAR

To the President of the University.

SIR: As Registrar of the University of Florida, I have the honor to submit the following report for the regular sessions of 1930-31 and 1931-32 and the summer sessions of 1931 and 1932. I have attempted to make the report very comprehensive in order to supply information which may assist the administration of the University.

This biennium has been characterized by growth in the student body of such proportions as to dispel any existing belief that a period of extreme economic depression will stagnate the growth of the University. In 1929-30, the last year of the preceding biennium, the total enrollment was 2,257. In 1931-32, the last year of the present biennium, the total enrollment was 2,558. This is an increase of 13.3 per cent for the biennium.

In the summer session of 1930, which closed the preceding biennium, the total enrollment was 1,480. In the summer session of 1932, which closed the present biennium, the total enrollment was 1,746. This is an increase of 18.0 per cent for the biennium.

FACULTY STATISTICS

NUMBER OF FACULTY MEMBERS

The number of faculty members is given in Table I. Part 1 shows the general administrative officers; part 2 shows the teaching faculty to rank, and part 3 shows the teaching faculty according to rank and the college (or school) budget from which they are paid.

TABLE I. UNIVERSITY STAFF BY RANK

REGULAR SESSIONS 1930-31 AND 1931-32

1. GENERAL ADMINISTRATIVE OFFICERS

	Numbers for 1930-31	Numbers for 1931-32
President	1	1
Vice-President	1	1
Deans and Acting Deans of Colleges	7	7
Assistant Deans of Colleges	3	3
Deans of Schools and Divisions	2	2
Directors and Acting Directors of Schools and Divisions.....	5	6
Dean of Students	1	1
Assistant Dean of Students	1	1
Registrar	1	1
Assistant Registrar	1	1
Financial Officers:		
Business Manager	1	1
Auditor	1	1
University Hospital Director	1	1
Librarians	2	2
Superintendents of Buildings and Grounds	2	2
TOTAL	30	31
2. TEACHING FACULTY		
Professors	55	58
Associate Professors	27	25
Assistant Professors	36	40
Instructors	47	45
TOTAL	165	168

NOTE: The figures given above under Part 2 include the following faculty members listed as administrative officers under Part 1 in the ranks indicated:

	Numbers for 1930-31	Numbers for 1931-32
PROFESSORS—		
Deans and Acting Deans of Colleges	6	6
Assistant Deans of Colleges	2	2
Directors and Acting Directors of Schools and Divisions ...	1	1
Deans of Schools and Divisions	1	1
Vice-President	1	1
ASSOCIATE PROFESSORS—		
Assistant Deans of Colleges	1	1
Directors and Acting Directors of Schools and Divisions ...	0	1
ASSISTANT PROFESSORS—		
Assistant Deans of Colleges	1	0
Assistant Dean of Students	0	1

3. DISTRIBUTION OF TEACHING FACULTY BY SCHOOLS AND COLLEGES

	1930-31				Total
	Professors	Associate Professors	Assistant Professors	Instructors	
Arts and Sciences	12	11	10	20	53
Commerce and Journalism..	5	5	3	3	16
Agriculture	9	2	4	4	19
Education	5	2	3	0	10
Law	7	0	0	0	7
Engineering	4	2	4	6	16
Pharmacy	8	1	1	1	11
Architecture	2	0	1	2	5
Division of Athletics and Physical Education	2	3	0	1	6
Division of Military Science	1	1	8	10	20
Division of Music	0	0	2	0	2
TOTAL	55	27	36	47	165

	1931-32				Total
	Professors	Associate Professors	Assistant Professors	Instructors	
Arts and Sciences	15	10	11	20	56
Commerce and Journalism..	6	5	3	3	17
Agriculture	9	2	4	4	19
Education	5	2	3	0	10
Law	7	0	0	0	7
Engineering	4	2	4	4	14
Pharmacy	7	1	2	3	13
Architecture	2	0	1	3	6
Division of Athletics and Physical Education	2	3	0	1	6
Division of Military Science	1	0	10	7	18
Division of Music	0	0	2	0	2
TOTAL	58	25	40	45	168

The teaching faculty had 165 members in 1930-31 and 168 members in 1931-32. Approximately one-third of the teaching faculty held the rank of professor, one-sixth held the rank of associate professor, one-fifth held the rank of assistant professor, and three-tenths held the rank of instructor.

TEACHING LOADS

The teaching loads for the regular sessions of 1930-31 and 1931-32 are given in Table II. All persons who do not devote full time to teaching are listed as proportionate parts of a full-time teacher. The student credit hour is the unit used to measure teacher output.

TABLE II.
TEACHING LOADS FOR THE REGULAR SESSIONS OF 1930-31 AND 1931-32

Department	**Number of Teachers in Department		Number of Student Credit-Hours Taught by Department		*Per Cent of Total University Teachers	*Per Cent of Total University Student-Credit-Hours	*Per Cent of Total University Teachers	*Per Cent of Total University Student-Credit-Hours
	1930-31	1931-32	1930-31	1931-32	1930-31	1930-31	1931-32	1931-32
Ancient Languages	1.6	1.8	399	447	1.2	0.6	1.3	0.6
Bible	0.7	1.0	132	229	0.5	0.2	0.7	0.3
Biology and Geology	4.0	4.5	2,566	3,319	3.0	3.9	3.3	4.7
English	10.3	10.4	6,313	7,055	7.8	9.7	7.7	10.1
French	5.0	4.0	1,767	1,515	3.8	2.7	3.0	2.2
History and Political Science	5.6	5.0	4,251	3,696	4.2	6.5	3.7	5.3
Mathematics	9.2	9.5	4,964	5,729	7.0	7.6	7.0	8.2
Philosophy	1.0	1.0	468	312	0.8	0.7	0.7	0.4
Physics	5.9	6.1	2,950	2,205	4.5	4.5	4.5	3.2
Psychology	2.0	2.3	1,743	1,740	1.5	2.7	1.7	2.5
Sociology	1.5	1.3	981	879	1.1	1.5	1.0	1.3
Spanish and German	5.0	5.0	2,061	2,862	3.8	3.2	3.7	4.1
Speech	2.0	2.0	764	831	1.5	1.1	1.5	1.2
TOTAL ARTS AND SCIENCES	53.8	53.9	29,359	30,819	40.7	45.1	39.8	44.1
Civil Engineering	3.6	3.3	1,113	1,086	2.7	1.7	2.4	1.6
Drawing and Mechanic Arts	3.2	4.0	990	1,057	2.4	1.5	3.0	1.5
Electrical Engineering	2.3	2.5	746	769	1.7	1.1	1.8	1.1
Mechanical Engineering	3.9	3.4	2,234	2,023	3.0	3.4	2.5	2.9
TOTAL ENGINEERING	13.0	13.2	5,083	4,935	9.8	7.8	9.8	7.1
Agricultural Economics	4.1	4.0	470	552	3.1	0.7	3.0	0.8
Agricultural Engineering	1.0	1.0	468	231	0.8	0.7	0.7	0.3
Agronomy	2.2	2.1	502	473	1.7	0.8	1.6	0.7
Animal Husbandry and Dairying	2.0	2.0	632	605	1.5	1.0	1.5	0.9
Botany and Bacteriology	2.0	2.0	847	878	1.5	1.3	1.5	1.3
Entomology and Plant Pathology	2.0	2.3	394	787	1.5	0.6	1.7	1.1
Horticulture	2.6	2.8	405	721	2.0	0.6	2.1	1.0
Landscape Design	1.0	1.1	117	99	0.8	0.2	0.8	0.1

TABLE II
TEACHING LOADS FOR THE REGULAR SESSIONS OF 1930-31 AND 1931-32 — Continued

Department	**Number of Teachers in Department		Number of Student Credit-Hours Taught by Department		*Per Cent of Total University Teachers	*Per Cent of Total University Student-Credit-Hours	*Per Cent of Total University Teachers	*Per Cent of Total University Student-Credit-Hours
	1930-31	1931-32	1930-31	1931-32	1930-31	1930-31	1931-32	1931-32
Poultry Husbandry.....	1.0	1.0	295	257	0.8	0.5	0.7	0.4
Veterinary Science.....	1.0	1.0	76	74	0.8	0.1	0.7	0.1
TOTAL AGRICULTURE.....	18.9	19.3	4,206	4,677	14.3	6.5	14.3	6.7
Business Administration and Economics...	13.3	14.0	8,945	9,728	10.1	13.7	10.3	13.9
Journalism.....	2.1	2.1	860	933	1.6	1.3	1.6	1.3
TOTAL COMMERCE AND JOURNALISM.....	15.4	16.1	9,805	10,661	11.7	15.1	11.9	15.2
Chemistry.....	5.9	8.0	5,708	7,727	4.5	8.8	5.9	11.1
Pharmacognosy and Pharmacology.....	1.5	2.0	250	274	1.1	0.4	1.5	0.4
Pharmacy.....	2.0	2.0	554	462	1.5	0.9	1.5	0.7
TOTAL PHARMACY.....	9.4	12.0	6,512	8,463	7.1	10.0	8.9	12.1
Law.....	7.0	7.0	5,457	5,589	5.3	8.4	5.2	8.0
TOTAL LAW.....	7.0	7.0	5,457	5,589	5.3	8.4	5.2	8.0
Education, Health and Physical Education	10.0	9.2	3,548	3,648	7.6	5.4	6.8	5.2
TOTAL EDUCATION.....	10.0	9.2	3,548	3,648	7.6	5.4	6.8	5.2
Architecture and Allied Arts.....	4.6	4.6	1,157	1,148	3.5	1.8	3.4	1.6
TOTAL ARCHITECTURE AND ALLIED ARTS...	4.6	4.6	1,157	1,148	3.5	1.8	3.4	1.6
ENTIRE UNIVERSITY.....	132.1**	135.3**	65,127	69,940	100.0	100.0	100.0	100.0

*Percentages are computed to the nearest tenth.

**To make these figures comparable, it is essential that they be expressed in terms of a common base. Fifteen semester hours have been chosen as this base. Inasmuch as this base is slightly higher than the average teaching load and because a number of administrative officers teach also, these figures are lower than those given in Table I.

Table II shows that a total of 65,127 student credit hours was taught in 1930-31 and a total of 69,940 in 1931-32. A total of 63,027 student credit hours was taught in 1929-30. This shows an increase of 11 per cent for the biennium. The increase in student credit hours has not quite kept pace with the increase in enrollment. (The enrollment for the regular session increased 13.3 per cent for the biennium.) This failure to keep pace is due to the fact that the University enacted legislation to limit the load of students who make low grades.

STUDENT STATISTICS

ENROLLMENT

Table III shows the enrollment figures for the biennium. For the summer sessions the figures are given for men and women separately.

TABLE III. ENROLLMENT OF STUDENTS BY SCHOOLS AND COLLEGES

1. REGULAR SESSION RESIDENT STUDENTS		
	1930-31	1931-32
College of Commerce and Journalism	593	595
College of Arts and Sciences	549	605
College of Engineering	313	370
College of Education	310	331
College of Agriculture	232	236
College of Law	204	209
Graduate School	119	145
School of Architecture and Allied Arts	69	72
College of Pharmacy	52	56
Grand Total	2441	2619
Less Duplicates	53	61
NET TOTAL	2388	2558

2. SUMMER SESSION STUDENTS						
	1931			1932		
	Men	Women	Total	Men	Women	Total
College of Education	164	752	916	283	884	1127
College of Arts and Sciences	115	53	168	124	44	168
Graduate School	103	52	155	99	51	150
College of Commerce and Journalism	76	11	87	86	21	107
College of Law	64	1	65	49	2	51
College of Agriculture	47	0	47	56	0	56
College of Engineering	44	0	44	33	0	33
School of Architecture and Allied Arts	0	0	0	3	2	5
College of Pharmacy	0	0	0	2	0	2
Demonstration School of the College of Education	25	23	48	25	22	47
TOTAL ENROLLMENT	638	892	1530	760	986	1746

3. ENROLLMENT BY CLASSES		
Regular Session Resident Students		
	1930-31	1931-32
Freshmen	892	891
Sophomores	561	641
Juniors	346	339
Seniors	250	292
Law Students	204	209
Graduate Students	119	145
Special Students	69	102
Grand Total	2441	2619
Less Duplicates	53	61
NET TOTAL	2388	2558

Part 1 of Table III shows that the enrollment for the regular session of 1930-31 was 2,388, and that the enrollment for 1931-32 was 2,558. These are the largest enrollments the University has ever experienced. The previously high mark was 2,270, in 1928-29. In 1929-30, the figure dropped to 2,257. As previously mentioned, the enrollment for the last regular session of the present biennium is 13.3 per cent greater than the enrollment for the last regular session of the preceding biennium.

Part 2 shows that the total enrollment for the summer session of 1931 was 1,530 and that the enrollment for the summer session of 1932 was 1,746. The total of 1,746 for 1932 is the largest summer session enrollment ever experienced. The previous high mark was reached in the summer session of 1928, when the figure was 1,617. The summer session enrollment for 1930 was 1,480. Thus the last summer session of the present biennium showed an increase of 18.0 per cent over the last summer of the preceding biennium. The summer session of 1932 showed an increase of 19.1 per cent over 1931 for men, and of 10.5 per cent for women for the same period.

Part 3 shows the enrollment by classes for the regular sessions of 1930-31 and 1931-32. Every class shows an increase for 1931-32 over 1930-31 except the freshman class. This indicates that the increase of 270 students for 1931-32 over 1930-31 occurred in the ranks of the upperclassmen.

GEOGRAPHIC DISTRIBUTION OF STUDENTS
TABLE IV. GEOGRAPHIC DISTRIBUTION OF STUDENTS AS TO
COUNTIES IN FLORIDA

COUNTY	Regular Session 1930-31	Regular Session 1931-32	Summer Session 1931	Summer Session 1932
Alachua	273	294	207	268
Baker	0	1	12	12
Bay	16	17	8	10
Bradford	7	12	1	7
Brevard	36	30	21	21
Broward	27	26	13	7
Calhoun	3	5	5	3
Charlotte	6	7	7	3
Citrus	6	8	11	13
Clay	9	16	10	14
Collier	0	1	3	1
Columbia	17	18	10	27
Dade	183	208	57	59
DeSoto	13	17	9	8
Dixie	4	2	4	9
Duval	252	276	143	147
Escambia	70	55	12	17
Flagler	4	4	3	7
Franklin	6	5	2	5
Gadsden	27	21	10	5
Gilchrist	9	14	14	23
Glades	0	0	1	1
Gulf	4	4	0	2
Hamilton	8	7	3	6
Hardee	14	16	18	17
Hendry	7	2	6	4
Hernando	9	9	4	1
Highlands	11	12	4	11
Hillsboro	245	265	134	136
Holmes	4	5	19	13
Indian River	8	5	6	1
Jackson	22	17	17	19
Jefferson	14	10	13	15
Lafayette	3	4	3	2
Lake	57	70	30	43
Lee	17	20	16	19
Leon	41	48	7	12
Levy	6	8	25	22
Liberty	3	5	0	4
Madison	8	9	11	11
Manatee	36	36	36	29
Marion	56	59	48	64
Martin	4	5	4	3
Monroe	8	17	4	9
Nassau	14	11	6	6
Okaloosa	8	6	9	7
Okeechobee	6	3	3	1
Orange	95	109	70	69
Osceola	19	21	17	9
Palm Beach	81	89	22	32
Pasco	13	20	14	19
Pinellas	81	110	58	69
Polk	118	115	42	57
Putnam	25	17	14	23
St. Johns	25	24	21	24
St. Lucie	15	18	8	10
Santa Rosa	7	6	7	9
Sarasota	21	24	17	19
Seminole	29	25	19	20
Sumter	14	9	30	30
Suwanee	22	12	27	38
Taylor	11	7	17	13
Union	7	7	17	17
Volusia	41	54	37	58
Wakulla	1	4	0	4
Walton	18	15	3	5
Washington	6	10	6	3

TABLE V. GEOGRAPHIC DISTRIBUTION OF STUDENTS AS TO STATES AND FOREIGN COUNTRIES

STATES	Regular Session 1930-31	Regular Session 1931-32	Summer Session 1931	Summer Session 1932
Alabama	6	6	4	3
Arizona	0	0	1	0
Arkansas	3	1	2	0
Colorado	1	0	0	0
Connecticut	4	7	1	3
District of Columbia	1	2	0	0
Florida	2284	2386	1435	1652
Georgia	9	8	9	11
Idaho	1	0	0	0
Illinois	4	10	1	2
Indiana	6	3	0	0
Iowa	1	1	1	1
Kansas	0	1	0	0
Kentucky	5	7	0	2
Louisiana	0	0	2	0
Maine	0	1	0	0
Maryland	1	0	0	0
Massachusetts	9	9	0	0
Michigan	12	6	2	2
Minnesota	4	2	1	1
Mississippi	3	3	3	0
Missouri	2	0	1	0
Montana	0	1	0	1
Nebraska	1	1	0	0
New Hampshire	2	0	0	0
New Jersey	15	16	1	2
New York	22	24	1	1
North Carolina	5	2	1	3
North Dakota	0	1	0	1
Ohio	12	11	0	1
Oregon	0	1	0	0
Pennsylvania	3	14	1	0
South Carolina	6	8	1	2
South Dakota	1	2	0	0
Tennessee	0	4	1	1
Texas	4	2	1	0
Vermont	0	1	0	0
Virginia	2	4	0	1
West Virginia	1	2	4	1
Wisconsin	1	0	0	1
Washington	2	0	0	1
COUNTRIES				
Canada	0	0	1	0
Canal Zone	1	0	0	0
China	0	0	1	0
Columbia	1	0	0	0
Cuba	4	4	1	1
Palestine	3	3	2	2
Peru	2	2	0	0
Philippine Islands	1	1	0	0
Poland	0	0	0	1
Porto Rico	0	1	0	0
South America	0	0	2	0
Spain	1	0	0	0
Not Given	0	0	1	3

Table IV shows that Alachua, Dade, Duval, Hillsboro, Orange, Pinellas, and Polk Counties have the largest representation in the student body. These seven counties are the only ones which sent more than one hundred students to the University at any time during the biennium.

Table V shows that about 95 per cent of the student body of the University come from the State of Florida. New York ranks next to Florida, with New Jersey, Ohio, and Pennsylvania following. No state other than Florida shows a larger representation than twenty-four for any period in the entire biennium.

In 1930-31, the University had thirteen students from foreign countries. In 1931-32 the total was eleven. For the summer session of 1931 the figure was eight, and for 1932 is was seven.

ENROLLMENT SINCE 1905-06

TABLE VI. ENROLLMENT IN THE UNIVERSITY OF FLORIDA FROM 1905 TO 1932

Regular Session	Number Enrolled	Summer Session	*Number Enrolled	Total for Both Sessions
1905-06	135	235
1906-07	192	262
1907-08	183	263
1908-09	193	263
1909-10	186	286
1910-11	241	241
1911-12	302	302
1912-13	321	1913	140	461
1913-14	361	1914	269	630
1914-15	395	1915	402	797
1915-16	447	1916	539	986
1916-17	460	1917	434	894
1917-18	421	1918	434	855
1918-19	554	1919	612	1166
1919-20	664	1920	743	1407
1920-21	823	1921	783	1606
1921-22	1092	1922	895	1897
1922-23	1183	1923	1028	2211
1923-24	1347	1924	944	2291
1924-25	1488	1925	987	2475
1925-26	1860	1926	968	2768
1926-27	1968	1927	1269	3237
1927-28	2073	1928	1686	3759
1928-29	2270	1929	1613	3883
1929-30	2257	1930	1480	3737
1930-31	2388	1931	1530	3918
1931-32	2558	1932	1746	4304

*These figures include the enrollment in the demonstration school.

Table VI shows that the regular session enrollment has grown from 135 in 1905-06 to 2,558 in 1931-32. In only two regular sessions since the beginning of the University has the enrollment failed to show an increase over the preceding regular session. Those two sessions are 1917-18, during the World War, and 1929-30, the beginning of the present depression.

The summer session enrollment has increased from 140 in 1913 to 1,746 in 1932. Although the summer session enrollment has shown a steady and rapid growth, it has been subject more to fluctuations than the regular session enrollment. From 1914-15 through 1920-21 the regular session and summer session enrollments were about the same, with the summer session usually a little larger. Since that time the regular session enrollment has decidedly outgrown the summer session enrollment.

DEGREES

TABLE VII. NUMBER OF DEGREES, CERTIFICATES, AND DIPLOMAS CONFERRED

1. REGULAR SESSION 1930-31		
COLLEGE OF ARTS AND SCIENCES		
Bachelor of Science	19	
Bachelor of Arts	21	40
COLLEGE OF COMMERCE AND JOURNALISM		
Bachelor of Science in Social Administration	1	
Bachelor of Science in Journalism	4	
Bachelor of Science in Business Administration	45	50
COLLEGE OF EDUCATION		
Normal Diploma	9	
Bachelor of Science in Education	11	
Bachelor of Arts in Education	20	
Bachelor of Science in Agricultural Education	1	41
COLLEGE OF LAW		
Bachelor of Laws	52	
Juris Doctor	1	53
COLLEGE OF PHARMACY		
Graduate in Pharmacy	10	
Bachelor of Science in Pharmacy	4	14
SCHOOL OF ARCHITECTURE AND ALLIED ARTS		
Bachelor of Science in Architecture	9	9
COLLEGE OF AGRICULTURE		
Bachelor of Science in Agriculture	20	
Bachelor of Science in Landscape Design	2	22
COLLEGE OF ENGINEERING		
Bachelor of Science in Chemical Engineering	5	
Bachelor of Science in Mechanical Engineering	6	
Bachelor of Science in Electrical Engineering	17	
Bachelor of Science in Civil Engineering	19	
Advanced Degrees:		
Electrical Engineer	7	
Civil Engineer	4	58
GRADUATE SCHOOL		
Master of Science in Pharmacy	3	
Master of Science in Agriculture	8	
Master of Science	8	
Master of Arts in Education	1	
Master of Arts	3	23
TOTAL		310
2. SUMMER SESSION 1931		
COLLEGE OF ARTS AND SCIENCES		
Bachelor of Science	4	
Bachelor of Arts	4	8
COLLEGE OF COMMERCE AND JOURNALISM		
Bachelor of Science in Journalism	2	
Bachelor of Science in Business Administration	5	7

COLLEGE OF EDUCATION		
Normal Diploma	54	
Certificate in Library Science	2	
Bachelor of Science in Education	5	
Bachelor of Arts in Education	22	83
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COLLEGE OF LAW		
Bachelor of Laws	13	
Juris Doctor	2	15
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SCHOOL OF ARCHITECTURE AND ALLIED ARTS		
Bachelor of Science in Architecture	2	2
	<hr/>	
COLLEGE OF AGRICULTURE		
Bachelor of Science in Agriculture	4	4
	<hr/>	
COLLEGE OF ENGINEERING		
Bachelor of Science in Electrical Engineering	1	1
	<hr/>	
GRADUATE SCHOOL		
Master of Science in Agriculture	1	
Master of Science	5	
Master of Arts in Education	4	
Master of Arts	4	14
	<hr/>	
TOTAL		134
3. REGULAR SESSION 1931-32		
COLLEGE OF ARTS AND SCIENCES		
Bachelor of Science	23	
Bachelor of Arts	18	41
	<hr/>	
COLLEGE OF COMMERCE AND JOURNALISM		
Bachelor of Science in Journalism	4	
Bachelor of Science in Business Administration	44	48
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COLLEGE OF EDUCATION		
Normal Diploma	17	
Bachelor of Science in Health and Physical Education	1	
Bachelor of Arts in Health and Physical Education	3	
Bachelor of Science in Education	5	
Bachelor of Arts in Education	24	
Bachelor of Science in Agricultural Education	2	52
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COLLEGE OF LAW		
Bachelor of Laws	43	
Juris Doctor	4	47
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COLLEGE OF PHARMACY		
Graduate in Pharmacy	7	
Bachelor of Science in Pharmacy	4	11
	<hr/>	
SCHOOL OF ARCHITECTURE AND ALLIED ARTS		
Bachelor of Science in Architecture	6	6
	<hr/>	
COLLEGE OF AGRICULTURE		
Bachelor of Science in Agriculture	30	30
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COLLEGE OF ENGINEERING

Bachelor of Science in Chemical Engineering	9	
Bachelor of Science in Mechanical Engineering	5	
Bachelor of Science in Electrical Engineering	19	
Bachelor of Science in Civil Engineering	6	
Advanced Degrees:		
Mechanical Engineer	3	
Chemical Engineer	1	
Civil Engineer	3	46

GRADUATE SCHOOL

Master of Science in Pharmacy	2	
Master of Science in Engineering	1	
Master of Science in Agriculture	4	
Master of Science	5	
Master of Arts in Education	3	
Master of Arts in Architecture	1	
Master of Arts	7	23
TOTAL		304

4. SUMMER SESSION 1932

COLLEGE OF ARTS AND SCIENCES

Bachelor of Science	5	
Bachelor of Arts	4	9

COLLEGE OF COMMERCE AND JOURNALISM

Bachelor of Science in Journalism	1	
Bachelor of Science in Business Administration	6	7

COLLEGE OF EDUCATION

Normal Diploma	80	
Certificate in Library Science	4	
Bachelor of Science in Health and Physical Education	5	
Bachelor of Science in Agricultural Education	2	
Bachelor of Science in Education	4	
Bachelor of Arts in Education	28	123

COLLEGE OF LAW

Bachelor of Laws	8	
Juris Doctor	1	9

COLLEGE OF AGRICULTURE

Bachelor of Science in Agriculture	3	3
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COLLEGE OF ENGINEERING

Bachelor of Science in Civil Engineering	2	
Bachelor of Science in Mechanical Engineering	1	3

GRADUATE SCHOOL

Master of Science in Pharmacy	3	
Master of Science in Engineering	1	
Master of Science in Business Administration	1	
Master of Science in Agriculture	2	
Master of Science	4	
Master of Arts in Education	13	
Master of Arts	3	27
TOTAL		181

Table VII shows that 310 degrees, certificates, and diplomas were granted during the regular session of 1930-31. In 1931-32 the figure was 304, a decrease of six from the preceding year. Both of these figures are considerably larger than those for the preceding biennium. In the regular session of 1928-29, a total of 229 degrees, certificates, and diplomas were granted. For 1929-30 the figure was 235. Thus, the last regular session of the present biennium shows an increase of 29.4 per cent over the last one of the preceding biennium.

In the summer session of 1931 the University granted 134 degrees, certificates, and diplomas. For the summer session of 1932 the figure was 181. The figure was 100 for the summer session of 1929, and 143 for the summer session of 1930. The figure for 1932 is 26.6 per cent larger than the figure for any previous summer session.

STUDENTS DROPPED FOR FAILURE

A student is dropped for failure in studies if he does not pass more than half of his work for any semester or summer session. The first time a student is dropped he cannot re-register until one semester or one summer session has elapsed. In case a student is dropped for failure a second time, his dismissal becomes permanent. The number of students dropped for failure and their classifications are shown in Table VIII.

TABLE VIII.
NUMBER OF STUDENTS DROPPED FOR FAILURE IN STUDIES
ACCORDING TO CLASSIFICATION

1. REGULAR SESSION 1930-31

College	Number of Students Enrolled	Number Dropped First Time	Number Dropped Permanently	Total Number Dropped	Per Cent Dropped
ARTS AND SCIENCES:					
Freshmen	248	36	9	45	18.15
Sophomores	154	12	4	16	10.39
Juniors	82	2	0	2	2.44
Seniors	60	2	1	3	5.00
Specials	5	0	0	0	0.00
Entire College	549	52	14	66	12.02
COMMERCE AND JOURNALISM:					
Freshmen	263	38	5	43	16.35
Sophomores	169	18	5	23	13.61
Juniors	88	4	0	4	4.55
Seniors	65	0	0	0	0.00
Specials	8	2	0	2	25.00
Entire College	593	62	10	72	12.14
EDUCATION:					
Freshmen	102	14	3	17	16.67
Sophomores	82	6	5	11	13.41
Juniors	67	5	3	8	11.94
Seniors	47	3	0	3	6.38
Specials	12	1	0	1	8.33
Entire College	310	29	11	40	12.90
ENGINEERING:					
Freshmen	128	18	2	20	15.63
Sophomores	87	8	1	9	10.34
Juniors	52	3	0	3	5.77
Seniors	33	0	0	0	0.00
Specials	13	1	0	1	7.69
Entire College	313	30	3	33	10.54
AGRICULTURE:					
1 Year Specials	27	5	0	5	18.52
Freshmen	82	15	0	15	18.29
Sophomores	45	4	1	5	11.11
Juniors	34	0	0	0	0.00
Seniors	27	0	0	0	0.00
Specials	17	3	0	3	17.65
Entire College	232	27	1	28	12.07
LAW:					
First Year	65	5	1	6	9.23
Second Year	67	4	2	6	8.96
Third Year	72	2	0	2	2.78
Entire College	204	11	3	14	6.86

TABLE VIII.
 NUMBER OF STUDENTS DROPPED FOR FAILURE IN STUDIES
 ACCORDING TO CLASSIFICATION
 1. REGULAR SESSION 1930-31—CONTINUED

College	Number of Students Enrolled	Number Dropped First Time	Number Dropped Permanently	Total Number Dropped	Per Cent Dropped
ARCHITECTURE AND ALLIED					
ARTS:					
Freshmen	24	1	0	1	4.17
Sophomores	14	1	0	1	7.14
Juniors	9	1	0	1	11.11
Seniors	13	0	0	0	0.00
Specials	9	5	0	5	55.56
Entire College	69	8	0	8	11.59
PHARMACY:					
Freshmen	18	2	0	2	11.11
Sophomores	10	1	0	1	10.00
Juniors	14	0	0	0	0.00
Seniors	5	0	0	0	0.00
Specials	5	0	0	0	0.00
Entire College	52	3	0	3	5.77
*ALL COLLEGES:					
All Freshmen	865	124	19	143	16.53
All Sophomores	561	50	16	66	11.76
All Juniors	346	15	3	18	5.20
All Seniors	250	5	1	6	2.40
All Specials	96	17	0	17	17.71
All Law Students	204	11	3	14	6.86
*ENTIRE UNIVERSITY	2,322	222	42	264	11.37

*Graduate School not included.

2. SUMMER SESSION 1931

College	Number of Students Enrolled	Number Dropped First Time	Number Dropped Permanently	Total Number Dropped	Per Cent Dropped
Education	915	23	1	24	2.62
Arts and Sciences	168	7	1	8	4.76
Agriculture	47	3	1	4	8.51
Law	65	4	1	5	7.69
Engineering	44	0	1	1	2.27
Commerce and Journalism	88	0	0	0	0.00
*ALL COLLEGES	1,327	37	5	42	3.17

*Graduate School and Demonstration School not included.

TABLE VIII.
NUMBER OF STUDENTS DROPPED FOR FAILURE IN STUDIES
ACCORDING TO CLASSIFICATION

3. REGULAR SESSION 1931-32

College	Number of Students Enrolled	Number Dropped First Time	Number Dropped Permanently	Total Number Dropped	Per Cent Dropped
ARTS AND SCIENCES:					
Freshmen.....	267	36	2	38	14.23
Sophomores.....	190	17	7	24	12.63
Juniors.....	74	3	1	4	5.41
Seniors.....	58	0	1	1	1.72
Specials.....	16	0	0	0	0.00
Entire College.....	605	56	11	67	11.07
EDUCATION:					
Freshmen.....	103	7	3	10	9.71
Sophomores.....	84	3	1	4	4.76
Juniors.....	57	2	0	2	3.51
Seniors.....	62	1	0	1	1.61
Specials.....	25	3	0	3	12.00
Entire College.....	331	16	4	20	6.04
COMMERCE AND JOURNALISM:					
Freshmen.....	243	29	2	31	12.76
Sophomores.....	172	8	0	8	4.65
Juniors.....	102	4	0	4	3.92
Seniors.....	64	0	0	0	0.00
Specials.....	14	6	1	7	50.00
Entire College.....	595	47	3	50	8.40
ENGINEERING:					
Freshmen.....	151	15	3	18	11.92
Sophomores.....	102	14	1	15	14.70
Juniors.....	53	3	0	3	5.66
Seniors.....	51	1	0	1	1.96
Specials.....	13	1	0	1	7.69
Entire College.....	370	34	4	38	10.27
AGRICULTURE:					
Freshmen.....	71	7	3	10	14.08
Sophomores.....	66	3	1	4	6.06
Juniors.....	36	0	0	0	0.00
Seniors.....	36	1	0	1	2.78
1 Year Specials.....	22	0	0	0	0.00
Specials.....	5	3	1	4	80.00
Entire College.....	236	14	5	19	8.05
LAW:					
First Year.....	84	9	0	9	10.71
Second Year.....	66	2	1	3	4.55
Third Year.....	59	1	0	1	1.69
Entire College.....	209	12	1	13	6.22

TABLE VIII.
NUMBER OF STUDENTS DROPPED FOR FAILURE IN STUDIES
ACCORDING TO CLASSIFICATION

3. REGULAR SESSION 1931-32—CONTINUED

College	Number of Students Enrolled	Number Dropped First Time	Number Dropped Permanently	Total Number Dropped	Per Cent Dropped
ARCHITECTURE AND ALLIED					
ARTS:					
Freshmen.....	32	4	0	4	12.50
Sophomores.....	16	1	0	1	6.25
Juniors.....	8	2	0	2	25.00
Seniors.....	13	0	0	0	0.00
Specials.....	3	0	1	1	33.33
Entire College.....	72	7	1	8	11.11
PHARMACY:					
Freshmen.....	24	1	1	2	8.33
Sophomores.....	11	1	0	1	9.09
Juniors.....	9	0	0	0	0.00
Seniors.....	8	0	0	0	0.00
Specials.....	4	0	0	0	0.00
Entire College.....	56	2	1	3	5.36
*ALL COLLEGES:					
All Freshmen.....	891	99	14	113	12.68
All Sophomores.....	641	47	10	57	8.98
All Juniors.....	339	14	1	15	4.42
All Seniors.....	292	3	1	4	1.37
All Specials.....	102	13	3	16	15.69
All Law Students.....	209	12	1	13	6.22
*ENTIRE UNIVERSITY.....	2,474	188	30	218	8.81

*Graduate School not included.

TABLE VIII.
NUMBER OF STUDENTS DROPPED FOR FAILURE IN STUDIES
ACCORDING TO CLASSIFICATION

4. SUMMER SESSION 1932

College	Number of Students Enrolled	Number Dropped First Time	Number Dropped Permanently	Total Number Dropped	Per Cent Dropped
Education.....	1,127	24	1	25	2.22
Arts and Sciences.....	168	9	0	9	5.36
Commerce and Journalism....	107	7	0	7	6.54
Agriculture.....	56	4	1	5	8.93
Law.....	51	0	0	0	0.00
Engineering.....	33	2	0	2	6.06
Arch. and Allied Arts.....	5	0	0	0	0.00
Pharmacy.....	2	0	0	0	0.00
*ALL COLLEGES.....	1,549	46	2	48	3.10

*Graduate School and Demonstration School not included.

Table VIII shows that 222 students were dropped the first time and 42 permanently during the regular session of 1930-31. This makes a total of 264 for the year, or 11.37 per cent of the entire student body, not including the graduate school. The figures for the regular session of 1931-32 are lower, although the student body increased. During this period 188 were dropped the first time, and 30 permanently. This gives a total of 218, which was 8.81 per cent of the student body, excluding the graduate school. In the regular session of 1929-30, 15.80 per cent of the students were dropped for failure.

In each regular session of the present biennium the highest percentage of drops is registered by the special students who, in most cases, are adult persons deficient in entrance units. The fact that so many of these "specials" are poor students makes it doubtful whether they should be admitted unless there is every reason to believe they will be successful students.

In the regular classes, the highest percentage of drops is registered by the freshmen, and the lowest by the seniors. It is consistently found that the higher the class the lower the percentage of drops.

All of the larger colleges show about the same percentage of drops. Of all colleges, Pharmacy shows the smallest percentage of drops for both sessions. In 1930-31, the College of Education showed the highest percentage, 12.90. It was followed closely by Commerce and Journalism, Agriculture, and Arts

and Sciences, with percentages of 12.14, 12.07, and 12.02, respectively. In 1931-32, Architecture and Allied Arts showed the highest percentage of drops, with 11.11. Arts and Sciences and Engineering followed closely with 11.07 and 10.27, respectively. Education, Commerce and Journalism, and Agriculture all showed sharp decreases for 1931-32.

The percentage of students dropped in the summer session is small. In the summer session of 1931, 3.17 per cent were dropped. In 1932 the figure was 3.10. The summer session student body appears superior scholastically to that of the regular session.

ABSENCE PENALTIES

Any student who deliberately cuts his classes is in danger of being penalized by having hours added to his requirements for a degree unless he makes good grades. The number of students penalized for excessive absences, the amount of the penalty, the number of hours these students carried and passed or failed, are shown in Table IX for each regular session of the biennium.

TABLE IX.
 NUMBER OF STUDENTS PENALIZED FOR EXCESSIVE ABSENCES WITH AMOUNT OF THE PENALTY
 1. REGULAR SESSION 1930-31

Amount of Penalty in Semester Hours	Number of Students Penalized	Number of these Students Passing All their Work	Number of these Students Passing More 50 Per Cent their Work	Number of these Students Dropped for Failure in Studies	Number of these Students Failing All their Work	Total Number of Hours Carried	Total Number of Hours Failed	Per Cent of Work Failed
1	179	29	158	21	2	2,965	743	25.06
2	101	11	75	26	3	1,664	590	35.46
3	48	5	34	14	1	774	267	34.50
4	27	4	17	10	2	437	189	43.25
5	10	0	6	4	0	168	83	49.40
6	4	0	2	2	1	75	38	50.67
7	2	0	0	2	1	35	27	81.82
TOTAL . . .	371	49	292	79	10	6,116	1,937	31.67

TABLE IX.
 NUMBER OF STUDENTS PENALIZED FOR EXCESSIVE ABSENCES WITH AMOUNT OF THE PENALTY
 2. REGULAR SESSION 1931-32

Amount of Penalty in Semester Hours	Number of Students Penalized	Number of these Students Passing All their Work	Number of these Students Passing More 50 Per Cent their Work	Number of these Students Dropped for Failure in Studies	Number of these Students Failing All their Work	Total Number of Hours Carried	Total Number of Hours Failed	Per Cent of Work Failed
1	201	55	175	26	1	3,236	760	23.49
2	81	16	58	23	2	1,278	437	34.19
3	41	6	30	11	1	635	227	35.75
4	17	1	11	6	1	270	115	42.59
5	16	1	10	6	1	251	109	43.43
6	5	1	2	3	0	79	35	44.30
7	4	0	2	2	1	67	39	58.21
10	1	1	1	0	0	18	0	0.00
TOTAL	366	81	289	77	7	5,834	1,722	29.52

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In the regular session of 1930-31, 371 students out of approximately 4,400 (absence penalties are assessed each semester) were penalized for excessive absences. These 371 students carried 6,116 semester hours and failed 1,937, or 31.67 per cent of their total load. Inasmuch as they had a total of 721 hours added to their requirements for a degree, they actually showed a net gain of only 3,456 semester hours out of the 6,116 that they carried.

In the regular session of 1931-32, out of approximately 4,600 students, 366 students were penalized a total of 702 semester hours. These 366 students carried 5,834 semester hours, passed 4,112, and failed 1,722, or 29.52 per cent. This group showed an actual net gain of 3,410 semester hours out of the 5,834 carried.

In 1930-31 the average student failed 11.4 per cent of his work, whereas the average for those students who were penalized is approximately 30 per cent. Furthermore, in each of the regular sessions, the amount of work failed increased directly with the amount of the penalty. Apparently, attendance is a major factor in successful scholarship, and the more lax the attendance, the poorer is the scholarship.

In the summer session of 1931 only nine students were penalized. In the summer session of 1932 only thirteen students were penalized. It did not seem necessary to show tables for such small numbers.

PARENTS' OCCUPATIONS

The classification of parents' occupations entails several difficulties. The number of occupations is so large and the student's label for his parent's occupation is so inconsistent that it is impossible to find a small number of categories into which all occupations will readily fall. It is even harder to tell what importance to attach to the classifications, and the number therein after the tabulation is made, because statistics are not available which show all the prevailing occupations in a community and the numbers therein. It does not mean much to know that thirty-seven parents are accountants unless the number of accountants in the communities served by the University is known. Table X shows the parents' occupations, for each session in the biennium.

TABLE X.
CLASSIFICATION OF PARENTS' OCCUPATIONS WITH THE
NUMBER IN EACH OCCUPATION

1. Regular Session 1930-31

Occupation	Number	Occupation	Number
Accountant	37	Manufacturer	53
Advertising	7	Mechanic	21
Architecture	8	Merchant	243
Army	3	Mining	6
Automobile	18	Minister	29
Baker	4	Musician	4
Banker	38	Naval Stores	20
Barber	7	Optician	3
Broker	29	Painter	10
Bus Business	2	Pharmacist	24
Business	14	Photographer	4
Carpenter	18	Physician	61
Cattleman	5	Plumber	5
Chemist	4	Politician	53
Civil Service	38	Publisher	18
Clerk	16	Railroad	72
Constructor	19	Real Estate	89
Contractor	57	Refining Company	22
Dentist	10	Restaurant	13
Dry Cleaning	13	Salesman	74
Electrician	8	Seamstress	3
Engineer	48	Secretary	12
Farmer	336	Steamship	9
Fishing	3	Stenographer	8
Hotel	22	Student	9
Housekeeper	29	Teacher	70
Insurance	38	Telegraph	2
Jeweler	7	Telephone	6
Laborer	6	Theatre	3
Landlord	5	Wholesale	15
Lawyer	81	Miscellaneous	125
Librarian	2	Not Given	286
Lumber	46		
Manager	37	TOTAL	2388

2. Summer Session 1931

Occupation	Number	Occupation	Number
Accountant	11	Journalist	14
Advertising	3	Laborer	7
Agent	10	Laundry	1
Architect	6	Lumber	26
Army	3	Machinist	11
Artist	1	Manager and Superintendent	27
Attorney	36	Manufacturer	35
Baker	2	Merchant	175
Banker	10	Miner	6
Barber	7	Ministry	35
Blacksmith	2	Musician	2
Broker	15	Naval Stores	13
Caretaker	2	Navy	5
Carpenter	23	Optometrist	1
Caterer and Restaurant	1	Painter	2
Cattleman	2	Photographer	1
Chemist	3	Physician	46
Civil Service	25	Plasterer	1
Clerk	7	Plumber	2
Constructor	7	Political Office	33
Contractor	47	Public Utilities	1
Decorator	5	Railroad and Express	36
Dentist	4	Real Estate	30
Druggist	13	Refining Company	3
Educational	43	Salesman	31
Electrician	3	Secretary	4
Engineer	30	Telegraph	4
Farmer	428	Transportation	2
Fisherman	1	Veterinary	2
Florist	2	Wholesale	8
Gardener	2	Not Given	145
Hotel	3		
Insurance	16	TOTAL	1482

3. Regular Session 1931-32

Occupation	Number	Occupation	Number
Accountant	48	Laundry and Dry Cleaning	10
Advertising	9	Lawyer	83
Architect	4	Lumberman	36
Army Officer	4	Machinist	11
Automobile Dealer	16	Manufacturer	56
Automobile Service	12	Mechanic	5
Baker	8	Merchant	279
Banker and Financier	49	Miner	6
Barber	10	Mortician	3
Breeder and Specialist	7	Musician	6
Broker	33	Naval Stores	16
Butcher	7	Not Given	472
Carpenter	21	Oil and Refining Co.	11
Cattleman	4	Optician	3
Chemist	3	Painter	10
Chiropractor	3	Photographer	7
Cigar Worker	18	Physician	65
Citrus Canner	1	Plumber	3
Civil Service	22	Political Office	73
Clerical Worker	13	Printing and Publishing	27
Contractor and Builder	64	Railroading	87
Dairyman	4	Religious Work	37
Dentist	12	Real Estate	82
Diplomatic Service		Salesman	86
Druggist and Pharmacist	22	Seaman	10
Educational Work	90	Stenographer and Secretary	13
Electrician	9	Student	11
Engineer	43	Superintendent and Manager	22
Executive	36	Telephone and Telegraph	7
Farmer	293	Theatre Employee	4
Florist	3	Transportation	6
Hotel and Restaurant	36	Veterinarian	2
Insurance	35	Wholesale	28
Jeweler	12		
Laborer	23	TOTAL	2558
Landscape Designer	4		

4. Summer Session 1932

Occupation	Number	Occupation	Number
Accountant	20	Laborer	26
Advertiser	3	Lumber and Naval Stores	45
Agriculture	521	Machinist	4
Army	1	Manager and Superintendent	13
Artist	9	Manufacturer	22
Attorney	30	Mechanic	10
Automobile Dealer	5	Merchant	195
Banker	17	Ministry	42
Barber	5	Mortician	3
Broker	12	Optician	1
Carpenter	37	Pharmacist and Druggist	15
Chiropractor	1	Photographer	3
Civil Service	24	Physician	45
Clerk	13	Plumber	4
Consular Service	1	Political Office	40
Contractor	55	Public Utilities	5
Dealer in Commodities	8	Railroad	57
Dentist	2	Real Estate and Insurance	54
Detective	1	Salesman	41
Dry Cleaner	3	Seaman	5
Educational	46	Tailor	2
Electrician	5	Telephone and Telegraph	7
Engineer and Miner	43	Transportation	6
Florist	3	Wholesaler	6
Hotel and Restaurant	5	Not Given	156
Jeweler	4		
Journalist	18	TOTAL	1699

Table X shows that the most frequent parents' occupations are agriculture and merchandising. The number of occupations is quite large, approximately sixty different ones being listed. If each occupation which was slightly different from another were included, the list of different occupations would reach surprising proportions. Clearly, the University serves students whose parents are engaged in all the various walks of life.

AGES OF STUDENTS

TABLE XI.
DISTRIBUTION OF STUDENTS ACCORDING TO THEIR AGES

1. Regular Session 1930-31					
Ages	Number of Students	Ages	Number of Students	Ages	Number of Students
15	2	28	6	41	4
16	25	29	4	42	1
17	148	30	6	43	3
18	327	31	4	44	2
19	400	32	6	46	2
20	414	33	4	47	1
21	348	34	2	48	1
22	229	35	4	49	1
23	108	36	4	52	1
24	84	37	5	56	1
25	46	38	4		
26	20	39	5		
27	20	40	1		
				AVERAGE AGE...	20.67

2. Summer Session 1931					
Ages	Number of Students	Ages	Number of Students	Ages	Number of Students
16	8	25	84	46-50	47
17	19	26	61	51-55	30
18	60	27	58	56-60	16
19	93	28	39	Over 60	15
20	99	29	30	Not Given	44
21	151	30	44		
22	114	31-35	100		
23	102	36-40	110		
24	85	41-45	73		
				AVERAGE AGE...	27.91

3. Regular Session 1931-32					
Ages	Number of Students	Ages	Number of Students	Ages	Number of Students
15	2	29	13	43	3
16	35	30	10	44	2
17	201	31	3	45	4
18	401	32	8	46	2
19	456	33	10	48	3
20	382	34	5	49	1
21	372	35	5	50	2
22	254	36	2	52	1
23	156	37	5	53	1
24	76	38	6	57	1
25	48	39	2	61	1
26	36	40	5		
27	20	41	2		
28	18	42	4		
				AVERAGE AGE...	20.69

4. Summer Session 1932					
Ages	Number of Students	Ages	Number of Students	Ages	Number of Students
15	1	24	100	41-45	94
16	5	25	71	46-50	44
17	23	26	74	51-55	23
18	88	27	58	56-60	9
19	103	28	72	Over 60	5
20	133	29	43	Not Given	39
21	145	30	38		
22	165	31-35	128		
23	115	36-40	123		
				AVERAGE AGE...	26.36

Table XI shows that the average age for all students in the regular sessions was 20.7 years. The modal age was twenty years. In the summer session the average age was about twenty-seven years. The modal age was twenty-one in the summer session of 1931, and twenty-two in the summer session of 1932. In 1930-31 the ages of 82.7 per cent of the students fell between seventeen and twenty-three years. In 1931-32 the ages of 86.9 per cent of the students fell within the same limits. In the summer sessions of 1931 and 1932 the percentages were 43.0 and 45.4, respectively, for the same limits. The summer sessions enrolled a much larger proportion of middle-aged to elderly persons than did the regular sessions.

RELIGIOUS AFFILIATIONS OF STUDENTS

The religious affiliations of the students for each session in the biennium are given in Table XII.

TABLE XII.
RELIGIOUS AFFILIATION OF STUDENTS

1. Regular Session 1930-31

Church	Members	Non-Members	Total
Baptist	379	101	480
Catholic	143	16	159
Christian	62	11	73
Christian Science	6	19	25
Church of Christ	11	3	14
Congregational	33	11	44
Episcopal	199	46	245
Friends	2	0	2
Jewish	67	40	107
Lutheran	19	5	24
Methodist	517	119	636
Moslem	3	0	3
Presbyterian	271	84	355
Protestant	7	7	14
Seventh Day Adventist	1	2	3
Unitarian	2	4	6
United Brethren	2	1	3
Universalist	1	3	4
Other Christian Faiths	11	1	12
Non-Christian Faiths	2	2
Not Given	177	177
TOTAL	1736	652	2388

2. Summer Session 1931

Church	Members	Non-Members	Total
Baptist	412	36	448
Catholic	45	5	50
Christian Science	8	5	13
Christian	45	4	49
Church of Christ	20	1	21
Congregational	13	6	19
Episcopal	88	12	100
Evangelical	3	0	3
Lutheran	13	0	13
Methodist	404	34	438
Presbyterian	151	27	178
Seventh Day Adventist	6	1	7
Other Christian Faiths	0	23	23
Non-Christian Faiths	0	1	1
Jewish	16	7	23
Not Given	0	96	96
TOTAL	1224	258	1482

3. Regular Session 1931-32

Church	Members	Non-Members	Total
Baptist	399	114	513
Catholic	143	15	158
Christian	72	14	86
Christian Science	7	23	30
Church of Christ	11	4	15
Congregational	33	11	44
Episcopal	216	46	262
Friends	2	0	2
Jewish	98	40	138
Latter Day Saints	5	0	5
Lutheran	26	1	27
Methodist	529	137	666
Mohammedan	2	0	2
Presbyterian	281	95	376
Protestant	3	10	13
Seventh Day Adventist	2	3	5
Unitarian	1	5	6
Other Christian Faiths	10	3	13
Not Given	..	197	197
TOTAL	1840	718	2558

4. Summer Session 1932

Church	Members	Non-Members	Total
Baptist	490	52	542
Catholic	57	1	58
Christian	40	4	44
Christian Science	4	7	11
Church of Christ	23	2	25
Congregational	16	2	18
Episcopal	94	8	102
Evangelical	1	0	1
Jewish	23	10	33
Lutheran	17	1	18
Methodist	473	44	517
Mormon	2	0	2
Presbyterian	177	21	198
Seventh Day Adventist	7	1	8
Other Christian Faiths	6	2	8
Non-Christian Faiths	1	0	1
Not Given	..	113	113
TOTAL	1481	268	1699

Table XII shows that approximately three-fourths of the regular session student body are members of some religious denomination. In the summer session about five-sixths are members. In the regular sessions the Methodists are the most numerous, with 517 members in 1930-31, and 529 members in 1931-32. This group is followed by the Baptists, Presbyterians, Episcopalians, and Catholics in the order given. The figures for 1930-31 are 379, 271, 199, and 143, respectively. The figures for 1931-32 are 399, 281, 216, and 143, respectively.

In the summer sessions of 1931 and 1932 the Baptists, with 412 for 1931 and 490 for 1932, were more numerous than members of any other group. The other denominations which had over one hundred members were the Methodists, with 404 and 473, and the Presbyterians with 151 and 177.

STUDENT LOADS

The average student load is about sixteen to seventeen semester hours, except in the College of Law, where it is about two less. Many students take more than the average load, and a large number takes less than the average load. Table XIII gives the loads of the students in the various undergraduate colleges. Also, the table gives accumulative totals which make it possible

TABLE XIII
DISTRIBUTION OF STUDENT HOUR LOAD*
1. FIRST SEMESTER 1931-32

Load in Semester Hours	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Students	Total Hours	Average Hours
A. and S.	0	0	2	0	1	0	3	1	1	6	3	48	58	107	143	75	98	13	3	1	0	0	563	9,418	16.72
Cumulative....	0	0	2	2	3	3	6	7	8	14	17	65	123	230	373	448	546	559	562	563	563	563			
C. and J.	1	0	0	1	0	2	0	1	0	6	4	23	84	82	57	249	44	6	4	0	0	0	564	9,544	16.922
Cumulative....	1	1	1	2	2	4	4	5	5	11	15	38	122	204	261	510	554	560	564	564	564	564			
Engineering....	0	0	1	0	2	0	0	0	0	4	6	7	20	66	33	148	55	3	7	0	0	1	353	6,100	17.280
Cumulative....	0	0	1	1	3	3	3	3	3	7	13	20	40	106	139	287	342	345	352	352	352	353			
Education....	3	0	0	0	0	0	0	1	1	2	8	11	37	51	86	42	32	9	9	0	0	0	292	4,878	16.705
Cumulative....	3	3	3	3	3	3	3	4	5	7	15	26	63	114	200	242	274	283	292	292	292	292			
Agriculture....	0	1	0	1	0	1	0	0	1	2	2	8	22	52	27	68	24	5	1	0	0	0	215	3,613	16.805
Cumulative....	0	1	1	2	2	3	3	3	4	6	8	16	38	90	117	185	209	214	215	215	215	215			
Law.....	0	1	0	0	1	0	2	1	3	6	8	72	31	58	12	4	3	0	0	0	0	0	202	2,982	14.762
Cumulative....	0	1	1	1	2	2	4	5	8	14	22	94	125	183	195	199	202	202	202	202	202	202			
Pharmacy....	0	0	0	0	0	0	0	0	0	1	3	1	12	4	8	18	4	1	1	0	0	0	53	886	16.717
Cumulative....	0	0	0	0	0	0	0	0	0	1	4	5	17	21	29	47	51	52	53	53	53	53			
Architecture....	0	0	0	0	0	0	0	0	1	1	0	0	6	10	23	14	8	3	1	0	0	0	67	1,149	17.149
Cumulative....	0	0	0	0	0	0	0	0	1	2	2	2	8	18	41	55	63	66	67	67	67	67			
Total.....	4	2	3	2	4	3	5	4	7	28	34	170	270	430	389	618	268	40	26	1	0	1	2,309	38,570	16.192
Cumulative....	4	6	9	11	15	18	23	27	34	62	96	266	536	966	1,355	1,973	2,241	2,281	2,307	2,308	2,308	2,309			

*Duplicate registrations are counted in the college in which the students are taking the majority of their work.

TABLE XIII.
DISTRIBUTION OF STUDENT HOUR LOAD*—Continued
1. SECOND SEMESTER 1931-32

Load in Semester Hours	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Students	Total Hours	Average Hours
A. and S.....	1	1	2	1	1	0	2	1	2	4	8	54	88	122	75	60	60	12	5	1	0	0	500	8,122	16.244
Cumulative....	1	2	4	5	6	6	8	9	11	15	23	77	165	287	362	422	482	494	499	500	500	500			
C. and J.....	0	0	2	2	0	0	0	0	1	13	9	33	159	68	45	110	42	11	10	4	1	0	510	8,325	16.324
Cumulative....	0	0	2	4	4	4	4	4	5	18	27	60	219	287	332	442	484	495	505	509	510	510			
Engineering....	0	0	1	0	0	0	0	0	1	1	6	13	38	89	13	99	42	10	8	2	3	2	328	5,612	17.110
Cumulative....	0	0	1	1	1	1	1	1	2	3	9	22	60	149	162	261	303	313	321	325	326	328			
Education.....	0	0	1	2	0	0	1	0	1	3	9	20	41	46	56	55	36	10	10	0	0	0	291	4,857	16.691
Cumulative....	0	0	1	3	3	3	4	4	5	8	17	37	78	124	180	235	271	286	291	291	291	291			
Agriculture....	1	0	2	2	0	0	2	0	1	4	5	10	35	51	17	36	22	4	4	1	0	0	197	3,189	16.188
Cumulative....	1	1	3	5	5	5	7	7	8	12	17	27	62	113	130	166	188	192	196	197	197	197			
Law.....	0	2	0	0	0	1	0	1	3	9	9	75	22	48	16	3	1	2	0	1	0	0	193	2,839	14.710
Cumulative....	0	2	2	2	2	3	3	4	7	16	25	100	122	170	186	189	190	192	192	193	193	193			
Architecture...	0	0	0	0	0	0	2	0	0	0	1	0	10	13	12	10	5	3	4	0	1	1	62	1,059	17.081
Cumulative....	0	0	0	0	0	0	2	2	2	2	3	3	13	26	38	48	53	56	60	60	61	62			
Pharmacy.....	0	0	0	0	0	1	0	1	0	0	2	3	19	8	1	13	3	0	0	0	0	0	51	807	15.824
Cumulative....	0	0	0	0	0	1	1	2	2	2	4	7	26	34	35	48	51	51	51	51	51	51			
Total.....	2	3	8	7	1	2	7	3	9	34	49	208	412	445	235	386	211	52	41	9	5	3	2,132	34,810	16.327
Cumulative....	2	5	13	20	21	23	30	33	42	76	125	333	745	1,190	1,425	1,811	2,022	2,074	2,115	2,124	2,129	2,132			

*Duplicate registrations are counted in the college in which the students are taking the majority of their work.

to ascertain the number of students in any college who are taking a given load or less.

Table XIII indicates that the average load for the entire University, excluding the Graduate School, was 16.2 semester hours for the first semester and 16.3 for the second semester of the regular session 1931-32. For each semester, Engineering and Architecture show the heaviest average load. Law shows the lightest average load.

For the first semester, 1931-32, in the entire University, excluding the Graduate School, thirty-four persons carried less than the minimum load of twelve semester hours. These persons were "specials," of course. Only two persons carried more than twenty-one semester hours. In the second semester, forty-two persons carried less than twelve semester hours, and seventeen carried more than twenty-one semester hours.

STUDIES AND SPECIAL REPORTS

A STUDY OF THE NUMBER OF STUDENTS TAUGHT AND THE NUMBER OF STUDENT-CREDIT-HOURS GIVEN BY COLLEGES, INCLUDING COMPARATIVE COSTS

INTRODUCTION

The purpose of this study is to present for administrative use some of the figures for enrollment of students for the years 1930-31 and 1931-32, showing the distribution both in units of students enrolled for courses and in units of student-credit-hours administered. The following information is included: first, teaching assignments according to the classification of students taught; second, enrollment in courses according to the college in which the students are registered; and third, costs and distribution of salaries and teaching assignments by colleges.

All figures, except salary totals, found in this study were taken from the semester grade sheets of the instructors. This means that the figures are based upon the number of students that completed the course and not upon the number of students who originally registered for the course. Salary totals were taken from the official balance sheets in the office of the Business Manager.

A STUDY OF TEACHING ASSIGNMENTS ACCORDING TO THE CLASSIFICATION OF STUDENTS TAUGHT

The purpose of this part of the study is to show the distribution of instruction given by the various college faculties according to the colleges in which the students who receive the instruction are registered. This study enables an administrative officer to ascertain the exact percentage of the instruction of each college which is devoted to students registered in that college and the exact percentages which are devoted to students registered in the other colleges of the University.

Tables XIV and XV show these percentages, with the actual figures for the regular sessions of 1930-31 and 1931-32, respectively. The figures are based on the number of students in the course, without regard for the amount of credit the courses carried. (Other tables will show figures based on student-credit-hours.)

TABLE XIV.
TEACHING ASSIGNMENTS ACCORDING TO THE CLASSIFICATION OF
STUDENTS TAUGHT FOR 1930-31 AND 1931-32

Colleges Teaching	Number and Per Cent of Courses Given to Students in Each College									
	I *Total Students in Courses Given	II Agric.	III Arch.	IV A. and S.	V C. and J.	VI Educ.	VII Eng.	VIII Law.	IX Phar.	X Grad.
1930-31										
Agric.....	1,167 100.0	1,034 88.6	1 0.1	18 1.5	9 0.8	62 5.3	9 0.8	0 0.0	34 2.9	0 0.0
Arch.....	408 100.0	14 3.4	384 94.1	0 0.0	0 0.0	8 2.0	2 0.5	0 0.0	0 0.0	0 0.0
A. and S.....	8,879 100.0	407 4.6	207 2.3	3,471 39.1	2,062 23.2	1,428 16.1	1,205 13.6	32 0.4	52 0.6	15 0.2
C. and J.....	2,692 100.0	18 0.7	9 0.3	128 4.8	2,347 87.2	119 4.4	64 2.4	0 0.0	6 0.2	1 0.04
Educ.....	939 100.0	63 6.7	2 0.2	65 6.9	4 0.4	802 85.4	2 0.2	0 0.0	1 0.1	0 0.0
Eng.....	1,906 100.0	3 0.2	46 2.4	10 0.5	120 6.3	3 0.2	1,724 90.5	0 0.0	0 0.0	0 0.0
Law.....	2,091 100.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	2,091 100.0	0 0.0	0 0.0
Phar.....	1,374 100.0	177 12.7	0 0.0	473 33.9	142 10.2	81 3.6	215 17.7	0 0.0	283 21.7	3 0.2
Totals.....	19,456 100.0	1,716 8.8	649 3.3	4,165 21.4	4,684 24.1	2,503 12.9	3,221 16.6	2,123 10.9	376 1.9	19 0.1
1931-32										
Agric.....	1,279 100.0	1,093 85.5	0 0.0	24 1.9	4 0.3	62 4.9	0 0.0	0 0.0	46 3.6	50 3.9
Arch.....	511 100.0	11 2.2	490 95.9	3 0.6	0 0.0	3 0.6	3 0.6	0 0.0	1 0.2	0 0.0
A. and S.....	8,880 100.0	433 4.9	165 1.9	3,589 40.4	2,053 23.1	1,419 16.0	1,045 11.8	40 0.5	66 0.7	70 0.8
C. and J.....	3,321 100.0	32 1.0	8 0.2	195 5.9	2,848 85.8	122 3.7	81 2.4	0 0.0	22 0.7	13 0.4
Educ.....	1,149 100.0	75 6.5	2 0.2	81 7.1	5 0.4	977 85.0	2 0.2	0 0.0	2 0.2	5 0.4
Eng.....	2,279 100.0	6 0.3	46 2.0	12 0.5	74 3.2	36 1.6	2,099 92.1	0 0.0	0 0.0	6 0.3
Law.....	2,063 100.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	2,063 100.0	0 0.0	0 0.0
Phar.....	1,820 100.0	111 6.1	2 0.1	562 30.9	229 12.6	62 3.4	558 30.7	0 0.0	254 14.0	42 2.3
Totals.....	21,302 100.0	1,761 8.3	713 3.3	4,466 21.0	5,213 24.5	2,681 12.6	3,788 17.8	2,103 9.9	391 1.8	186 0.9

*The total students in courses given is the sum of the number of students in each section administered by the college. If a college administered twenty sections with an average of twenty students per section, the total number of students in the courses given would be four hundred (twenty times twenty).

Note: Figures for graduate students shown in Table XIV are from incomplete records for those students.

To see the significance of Table XIV, note the number and percentage of students taking work in each college who are at the same time registered in the college considered. This is found by noting the college at the left and reading horizontally until the corresponding vertical column is found.

All colleges, with the exception of Law, teach students registered in other colleges. For instance, only 21.7 per cent of the students taught in courses offered by the College of Pharmacy in 1930-31 were Pharmacy students.

The low percentages for Pharmacy may be explained by the fact that this college administers the Department of Chemistry, a large department whose courses are required or may be elected in curricula of other colleges of the University.

College of Arts and Sciences students are found to comprise 33.9 per cent, and the College of Engineering students comprise 17.7 per cent of the total students taught by the College of Pharmacy in 1930-31, and 30.9 per cent and 30.7 per cent, respectively, in 1931-32. The rapid increase of Engineering students in the College of Pharmacy courses from 1930-31 to 1931-32 is explained by the corresponding decrease of Engineering students in the College of Arts and Sciences in 1931-32. The changed curricular requirement in the College of Engineering had its most noticeable effect during that year, causing Engineers to register for Chemistry courses in the College of Pharmacy during their freshman year, rather than for Physics, which is administered by the College of Arts and Sciences.

Students of the College of Arts and Sciences are found to comprise the next lowest percentage of the total taught by their college. These figures are 39.1 per cent for 1930-31 and 40.4 per cent for 1931-32. These low figures may be explained by the fact that the College of Arts and Sciences administers a large per cent of the required courses for freshmen in all the colleges, as well as the language, mathematics, physics, and other courses which are selected or required for many students in other colleges.

The remainder of the colleges are found to teach to a large extent only the students registered in their own college. The percentages vary from around 85.0 to 95.0 of the total enrolled in the colleges.

A comparison of the total registration of 1930-31 with that of 1931-32 shows an increase from 19,456 students to 21,302. This increase is found to correlate in general with the increase of registrations of individuals in the University, over that of the preceding year. The only exceptional college is found to be the College of Arts and Sciences. This college, one of the largest, shows 8,879 students for 1930-31, and an increase of only one student in 1931-32, for a total of 8,880. An explanation of this failure to increase normally seems to lie in the shift of Engineering students to the College of Pharmacy for chemistry work, and a corresponding small enrollment of these students in the Department of Physics. Registration for courses in freshman Physics will tend to become normal again in 1932-33, as the new engineering curriculum becomes adjusted to last year's class.

The figures found at the bottom of each of the columns from II to X represent the total students for the year registered in that college. The figure with the decimal shown at the bottom gives the percentage that each of those figures comprises of the total registration of students in all the courses.

Table XIV shows that Commerce and Journalism comprises 24.1 per cent of the total (19,456) for 1930-31. Arts and Sciences is next with 21.4 per cent. Pharmacy and Architecture furnish the smallest figures, with percentages of 1.9 and 3.3, respectively. For 1931-32, Commerce and Journalism retains first place, with 24.5 per cent; Arts and Sciences is next with 21.0 per cent, and Pharmacy and Architecture are low with percentages of 1.8 and 3.3, respectively.

For a study of total registrations in each college, as compared with distribution of those students in teaching departments of other colleges, see vertical columns of tables XIV, XV, and XVI.

A STUDY OF TEACHING ASSIGNMENTS ACCORDING TO THE CLASSIFICATION OF THE
STUDENT-CREDIT-HOURS TAUGHT

This part of the study presents statistics similar to those in Table XIV, but transposed from units of "students" to "student-credit-hours" earned. A unit of one student as used in Table XIV is changed to three units in this study if the student is enrolled for a three credit-hour course, or to two units if he is enrolled for a two credit-hour course, etc.

By means of this study it is possible to ascertain the exact percentage of instruction of each college, in terms of student-credit-hours, which is devoted to students registered in that college, and the exact percentages which are devoted to students registered in other colleges of the University.

Table XV shows these percentages, with actual figures, for the regular session of 1930-31 and 1931-32.

TABLE XV.
TEACHING ASSIGNMENTS ACCORDING TO THE CLASSIFICATION OF
STUDENT-CREDIT-HOURS TAUGHT FOR 1930-31 AND 1931-32

Colleges Teaching	Number and Per Cent of Student Credit-Hours Given to Students in Each College									
	I Total Student Credit- Hours	II Agric.	III Arch.	IV A. and S.	V C. and J.	VI Educ.	VII Eng.	VIII Law	IX Phar.	X Grad.
1930-31										
Agric.....	3,652 100.0	3,212 88.0	3 0.1	34 0.9	30 0.8	201 5.5	36 1.0	0 0.0	136 3.7	0 0.0
Arch.....	1,027 100.0	32 3.1	969 94.4	0 0.0	0 0.0	20 2.0	6 0.6	0 0.0	0 0.0	0 0.0
A. and S.....	25,817 100.0	1,180 4.6	600 2.3	10,356 40.1	5,952 23.1	4,184 16.2	3,267 12.7	96 0.4	135 0.5	47 0.2
C. and J.....	7,776 100.0	54 0.7	27 0.4	377 4.9	6,763 87.0	344 4.4	190 2.4	0 0.0	18 0.2	3 0.04
Educ.....	2,600 100.0	189 7.3	6 0.2	191 7.4	12 0.5	2,193 84.4	6 0.2	0 0.0	3 0.1	0 0.0
Eng.....	4,461 100.0	6 0.1	150 3.4	17 0.4	213 4.8	6 0.1	4,069 91.2	0 0.0	0 0.0	0 0.0
Law.....	5,406 100.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	5,406 100.0	0 0.0	0 0.0
Phar.....	5,953½ 100.0	801 13.5	0 0.0	2,246½ 37.7	609 10.2	246 4.1	1,009 17.0	0 0.0	1,034 17.4	8 0.1
Totals.....	56,692½ 100.0	5,474 9.7	1,755 3.1	13,221½ 23.8	13,579 24.0	7,194 12.7	8,583 15.1	5,502 9.7	1,326 2.3	58 0.1
1931-32										
Agric.....	3,966 100.0	3,370 85.0	0 0.0	75 1.9	11 0.3	194 4.9	0 0.0	0 0.0	184 4.6	132 3.3
Arch.....	1,143 100.0	20 1.8	1,101 96.3	6 0.5	0 0.0	7 0.6	7 0.6	0 0.0	2 0.2	0 0.0
A. and S.....	27,195½ 100.0	1,418 5.2	482 1.8	10,934½ 40.2	6,150 22.6	4,308 15.8	3,389 12.5	120 0.4	191 0.7	203 0.8
C. and J.....	9,617 100.0	96 1.0	24 0.3	582 6.1	8,227 85.6	351 3.7	242 2.5	0 0.0	56 0.6	39 0.4
Educ.....	3,225 100.0	225 7.0	6 0.2	241 7.5	15 0.5	2,717 84.2	5 0.2	0 0.0	5 0.2	11 0.3
Eng.....	4,512 100.0	12 0.3	155 3.4	24 0.5	108 2.4	72 1.6	4,123 91.4	0 0.0	0 0.0	18 0.4
Law.....	5,525 100.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	5,525 100.0	0 0.0	0 0.0
Phar.....	8,005 100.0	475 5.9	10 0.1	2,711 33.9	977 12.2	306 3.8	2,544 31.8	0 0.0	877 11.0	106 1.3
Totals.....	63,188½ 100.0	5,615 8.9	1,778 2.8	14,573½ 23.1	15,488 24.5	7,955 12.6	10,310 16.3	5,645 8.9	1,315 2.1	509 0.8

Table XV is arranged in the same form as Table XIV.

The number and percentage of student-credit-hours given by each college, to the students registered in the college considered, shows that, in most cases, the transposition from units of students (Table XIV) to student-credit-hours makes no material difference in percentages of totals. The College of Law still shows 100.0 per cent student-credit-hours given to students registered in that college. With the exception of the colleges of Pharmacy and Arts and Sciences, all colleges administer to their own students from about 85 to 95 per cent of all student-credit-hours taught.

Of the total student-credit-hours taught by the College of Pharmacy, only 17.4 per cent in 1930-31 and 11.0 in 1931-32 were given to Pharmacy students. The Department of Chemistry, with large classes from all colleges of the University, tends to draw a larger percentage from Arts and Sciences and Engineering freshmen and sophomores; and the smaller classes of Pharmacy students, proper, comprise a smaller percentage of the total student-credit-hours administered by that college. Arts and Sciences students received 37.7 per cent in 1930-31 of the Pharmacy student-credit-hours and 33.9 per cent in 1931-32. Engineering students received 17.0 per cent in 1930-31 and 31.8 per cent in 1931-32.

The figures last quoted above show another interesting fact, noted also in connection with Table XIV. As the Arts and Sciences student-credit-hours from Pharmacy decreased in 1931-32 from the percentages shown for 1930-31, Engineering percentage shows an increase in 1931-32. This is due to the general shift in the freshmen Engineering curriculum in 1931-32 to Chemistry courses. The actual increase of Engineers is from 1,009 student-credit-hours in 1930-31 to 2,544 in 1931-32, or more than twice as many student-credit-hours. Arts and Sciences shows a normal increase, from 2,246½ credit-hours in the College of Pharmacy in 1930-31 to 2,711 in 1931-32. However, this increase is overbalanced by the abnormal and temporary increase of Engineering students in Chemistry courses for the same year.

Comparing the facts of the above discussion with the percentage shown in Table XIV, it is evident that Pharmacy students comprise a larger percentage of the total students registered in Pharmacy courses than student-credit-hours received by Pharmacy students comprise of the total student-credit-hours. These figures are as follows:

College of Pharmacy	Year	Per Cent	
		of Students	of Student-Credit-Hours
	1930-31	21.7	17.4
	1931-32	14.0	11.0

This indicates that the Chemistry courses taken by students of other colleges offer a greater number of credit-hours to each student per course than are received by Pharmacy students per course in the College of Pharmacy, thereby causing the above-noted variations.

In most other respects Table XV shows few differences from Table XIV. Arts and Sciences figures show that college second low in regard to the percentage which its own students receive of the total student-credit-hours given

in Arts and Sciences courses, with 40.1 per cent for 1930-31, and 40.2 per cent for 1931-32.

A general increase of student-credit-hours administered in 1931-32 is seen over the figures for 1930-31, according to the totals of student-credit-hours administered by each college (Vertical "total" column).

There was also an increase in the total number of student-credit-hours received by the students of each college, according to figures at the bottom of Table XV (Horizontal "total" column). The one exception is found in Pharmacy students who received 1,326 student-credit-hours in 1930-31 and only 1,315 student-credit-hours in 1931-32, in spite of an increase from 376 to 391 in the number of courses carried by Pharmacy students. (Table XIV.)

The reverse is true of Law students (Table XIV), who showed a decrease of enrollment in courses from 2,123 in 1930-31 to 2,103 in 1931-32, but an increase (Table XV) from 5,502 student-credit-hours received in 1930-31 to 5,645 in 1931-32.

However, in spite of the noted general increase in student-credit-hours administered in 1931-32, the percentages for the same figures show a decrease in the case of six colleges in 1931-32. Two colleges show an increase. Commerce and Journalism shows an increase because of an unusually heavy enrollment in 1931-32; 24.0 to 24.5 per cent. Engineering College shows 15.1 per cent for 1930-31 and 16.3 per cent in 1931-32. It is evident that the actual increases found in the above two colleges are sufficient to cause the decrease in percentages in the other six colleges.

The above facts follow closely the corresponding figures of Table XIV, in terms of student-units.

For a study of the distribution of student-credit-hours received by the students registered in any given college, the vertical columns II to X should be noted (also, see Part 4 of this study).

A STUDY OF THE TOTAL NUMBER OF COURSES CARRIED BY STUDENTS SHOWING THE NUMBER THEY TOOK IN THEIR OWN COLLEGE AND IN ALL OTHER COLLEGES COMBINED

This study gives the total number of courses carried by the students in each college. This total is divided to show the number taken in their own college, and the number taken in all other colleges combined. Also, it gives the total number of student-credit-hours carried by the students in each college.

TABLE XVI.
A DIVISION OF THE TOTAL NUMBER OF COURSES CARRIED BY THE
STUDENTS IN EACH COLLEGE TO SHOW THE NUMBER THEY
CARRIED IN THEIR OWN COLLEGE AND IN ALL OTHER
COLLEGES COMBINED

1930-31

Colleges in Which the Students Were Registered	Total Number of Courses Carried by the Students	Number of Courses Carried Which the Students Took in Their Own Colleges	Per Cents of Courses Carried Which the Students Took in	
			(1) Their Own College (2) All Other Colleges Combined	(1)
Agriculture.....	1,716	1,034	60.3	39.7
Architecture.....	649	384	59.2	40.8
Arts and Sciences.....	4,165	3,471	83.3	16.7
Commerce and Journalism..	4,684	2,347	50.1	49.9
Education.....	2,503	802	32.0	68.0
Engineering.....	3,221	1,724	53.5	46.5
Law.....	2,123	2,091	98.5	1.5
Pharmacy.....	376	283	75.3	24.7
*Totals.....	19,473	12,136	62.4	37.6

1931-32

Agriculture.....	1,761	1,093	62.1	37.9
Architecture.....	713	490	68.7	31.3
Arts and Sciences.....	4,466	3,589	80.4	19.6
Commerce and Journalism..	5,207	2,848	54.7	45.3
Education.....	2,662	977	36.7	63.3
Engineering.....	3,788	2,099	55.4	44.6
Law.....	2,103	2,063	98.1	1.9
Pharmacy.....	391	254	65.0	35.0
*Totals.....	21,091	13,413	63.6	36.4

*These figures exclude graduate students, who are included in Tables XIV and XV.

An example from Table XVI will show the information revealed. All students registered in the College of Agriculture in 1930-31 carried a total of 1,716 courses. Of these 1,716 courses, 1,034 were taught by the College of Agriculture, and the remaining 682 were taught by other colleges. Columns three and four give the respective percentages for these figures.

The totals show that the average student, in 1930-31, took 62.4 per cent of his work in courses offered by the college in which he was registered, and the other 37.6 per cent in courses offered by other colleges. For 1931-32 there was a slight increase in the percentage of work he carried in his own college.

Using the above percentages as an average, we find three colleges registering above the average in their own courses in 1930-31, with five falling below the average. In 1931-32 four colleges are above the average of that year, and four below the average. Law, Arts and Sciences, and Pharmacy are found to register above the average in both years, while Architecture shifts from below the average in 1930-31 to above the average in 1931-32. A reference to Tables XIV and XV reveals that this is due to a normal increase of Architecture students in Architecture courses; a decrease of Architecture students registering for Arts and Sciences work during 1931-32 is evident. The registration of Architecture students in colleges other than Arts and Sciences remains about the same for both years.

The College of Law registers its own students heavily in Law courses for both years, showing 98.5 per cent in 1930-31 and 98.1 per cent in 1931-32. Arts and Sciences shows 83.3 per cent for 1930-31 and 80.4 per cent for 1931-32.

The College of Pharmacy suffers a decrease from 75.3 per cent in 1930-31 to 65.0 per cent in 1931-32, but remains above the average. This was a decrease of 10.3 per cent in one year, apparently because Pharmacy students registered more heavily in 1931-32 for Botany and Bacteriology (see Table I) in the College of Agriculture, and for electives in the Colleges of Arts and Sciences and Commerce and Journalism.

The College of Education is found to be far below the average for both years, with only 32.0 per cent of its students enrolled for courses in Education in 1930-31, and 36.7 per cent in 1931-32. Students in the College of Education must depend upon the other colleges to offer them all of the work they take except courses in Education. Out of the 132 credits required for a degree in the College of Education, a maximum of 103 hours may be taken in courses other than Education.

For a study of the same phase of student distribution in terms of student-credit-hours, see the following table:

TABLE XVII.

A DIVISION OF THE TOTAL NUMBER OF STUDENT-CREDIT-HOURS CARRIED BY THE STUDENTS IN EACH COLLEGE TO SHOW THE NUMBER THEY CARRIED IN THEIR OWN COLLEGE AND IN ALL OTHER COLLEGES COMBINED

1930-31

Colleges in Which the Students Were Registered	Total Number of Student-Credit-Hours Carried by the Students	Number of Student-Credit-Hours Carried which the Students Took in Their Own Colleges	Per Cent of Student-Credit-Hours Which the Students Took in	
			(1) Their Own College	(2) All Other Colleges
Agriculture.....	5,474	3,212	58.7	41.3
Architecture.....	1,755	969	55.2	44.8
Arts and Sciences.....	13,221½	10,356	78.3	21.7
Commerce and Journalism..	13,579	6,763	49.8	50.2
Education.....	7,194	2,193	30.5	69.5
Engineering.....	8,583	4,069	47.4	52.6
Law.....	5,502	5,406	98.3	1.7
Pharmacy.....	1,326	1,034	78.0	22.0
*Totals.....	56,634½	34,002	60.0	40.0

1931-32

Agriculture.....	5,615	3,370	60.0	40.0
Architecture.....	1,778	1,101	61.9	38.1
Arts and Sciences.....	14,573½	10,934½	75.0	25.0
Commerce and Journalism..	15,488	8,227	53.1	46.9
Education.....	7,953	2,717	34.2	65.8
Engineering.....	10,310	4,123	40.0	60.0
Law.....	5,645	5,525	97.9	2.1
Pharmacy.....	1,315	877	66.7	33.3
*Totals.....	62,677½	36,874½	58.8	41.2

*These figures exclude Graduate students, who are included in Tables XIV and XV.

The percentage of total student-credit-hours received by students of all colleges from the college in which they are registered shows a drop from the percentages shown by using student-units in Table XVI. By student-credit-hours, students receive 60.0 per cent of their credit for 1930-31 from the college in which they registered, and only 58.8 per cent in 1931-32. By student-units, 1930-31 shows 62.4 per cent, 1931-32 shows 63.6 per cent, or an increase of 0.12 per cent. The difference is not large enough to be material, however, and is due to variance of credit given for different courses of study.

By this method of tabulation, only one notable difference from Table XVI is found in the percentages for each college, this difference being in the case of the College of Engineering. Engineering students took 55.4 per cent of their courses in the College of Engineering, but only 40.0 per cent of their student-credit-hours. This shows a difference of 15.4 per cent. Engineers received 47.4 per cent of their student-credit-hours from courses administered by the College of Engineering in 1930-31, but only 40.0 per cent in 1931-32. This difference is explained by the curricular changes effective in the fall of 1931 in the College of Engineering which cut the number of credits given for some of the basic courses of that college. As there were no corresponding increases of units allowed for Engineering courses, the total percentage of Engineering student-credit-hours shows a decrease for that year.

Except for the variations noted in the two preceding paragraphs, the figures in Table XVI correspond closely to those in Table XV.

A STUDY OF THE COMPARATIVE COST BY COLLEGES ACCORDING TO STUDENT-CREDIT-HOURS

The purpose of this study is to determine the extent to which salaries and teaching loads are balanced in each of the colleges of the University. The basis of this study is in units of student-credit-hours given by each of the eight undergraduate schools and colleges during the years 1930-31 and 1931-32.

It should be emphasized that the necessary overhead costs vary considerably from college to college. Also, some colleges have non-comparable functions which affect costs. Obviously, the cost per student-credit-hour makes no allowances for these differences.

The ratio-index, as arranged herein, is on the basis of 1.0 for a perfect balance between salary and teaching. Less than 1.0 indicates that the college receives a larger percentage of the total University salaries than the percentage of total student-credit-hours taught by the college. A ratio-index larger than 1.0 indicates that the college receives a smaller percentage of the total salaries than the percentage of total student-credit-hours taught by it. This information may be interpreted in terms of 1.0 as a balanced teaching load; less than 1.0 indicates that the college is underloaded; more than 1.0 that the college is overloaded. The ratio-index, explained above, is reached by dividing the per cent of total student-credit-hours, which each college has of the total for the year, by the per cent of total salaries received by the college under consideration.

TABLE XVIII.
THE COMPARATIVE COSTS BY COLLEGES FOR THE YEARS 1930-31
AND 1931-32

1930-31

Colleges	I	II	III	IV	V
	Expenditures for Salaries	Per Cent of Total Salaries	*Total Student-Credit-Hours	Per Cent of Total Student-Credit-Hours	Ratio-Index
Agriculture.....	\$ 74,050.00	16.34	3,652	6.44	.39
Architecture.....	11,200.00	2.47	1,027	1.81	.73
Arts and Sciences.....	151,430.00	33.41	25,817	45.54	1.36
Commerce and Journalism....	53,482.50	11.80	7,776	13.72	1.16
Education.....	36,619.57	8.08	2,600	4.59	.57
Engineering.....	46,700.85	10.30	4,461	7.87	.76
Law.....	30,500.00	6.73	5,406	9.54	1.42
**Pharmacy.....	49,275.00	10.87	5,953½	10.50	.97
Totals.....	\$453,257.92	100.00	56,692½	100.00	1.00

1931-32

Agriculture.....	\$ 68,165.00	15.45	3,966	6.28	.41
Architecture.....	12,370.00	2.80	1,143	1.81	.65
Arts and Sciences.....	149,111.20	33.79	27,195½	43.04	1.27
Commerce and Journalism....	50,116.00	11.36	9,617	15.22	1.34
Education.....	36,559.00	8.28	3,225	5.10	.62
Engineering.....	44,876.00	10.17	4,512	7.14	.70
Law.....	29,108.00	6.60	5,525	8.74	1.32
**Pharmacy.....	51,025.00	11.56	8,005	12.67	1.10
Totals.....	\$441,330.20	100.00	63,188½	100.00	1.00

*These figures on student-credit-hours are secured from a different source from those given in the teaching loads (Table II). The teaching-load figures were secured early in the semester, whereas the above figures were secured at the end of the semester, after a number of students had withdrawn.

**The College of Pharmacy is unique in that it administers a normally Arts and Science department, Chemistry, which is several times larger than the combined Pharmacy-proper departments, which are Pharmacy, Pharmacology, and Pharmacognosy. Hence, we are showing a supplementary table in which the Pharmacy College is divided into the Pharmacy-proper departments and the Department of Chemistry.

Division	Expenditures for Salaries	Per Cent of Total Salaries	Total Student- Credit- Hours	Per Cent of Total Student- Credit- Hours	Ratio- Index
1930-31					
Pharmacy Proper.....	\$ 20,375.00	4.50	744	1.31	.29
Chemistry Department.....	28,900.00	6.38	5,209½	9.19	1.44
1931-32					
Pharmacy Proper.....	19,214.00	4.35	627	.99	.23
Chemistry Department.....	31,811.00	7.21	7,378	11.68	1.62

Figures for 1930-31 show the College of Law receiving 6.75 per cent of the total salaries paid and teaching 9.54 per cent of all student-credit-hours for that year. The ratio-index for that year is 1.42, placing Law College first among the eight undergraduate schools and colleges. Arts and Sciences is a close second, receiving 33.41 per cent of the total salaries, and teaching 45.54 per cent of student-credit-hours; the ratio-index is 1.36. The College of Agriculture shows the lowest index, with 0.39. Agriculture receives 16.34 per cent of salaries and teaches only 6.44 per cent of the total student-credit-hours. The College of Education is next lowest, with 0.57 as an index. The other colleges and schools range a little below or a little above 1.0 as an index.

Some slight changes are evident in the 1931-32 figures, largely because of the re-allocation of salaries in effect that year, coupled with a general increase of student-credit-hours given.

In spite of a decrease in the percentage of salaries received, and a slight increase in student-credit-hours taught in Law, the College of Law lost its first place of the previous year. A very large increase in student-credit-hours in the College of Commerce and Journalism in 1931-32 brought that college from third place in 1930-31 to first place in 1931-32. Law figures for 1931-32 show 6.60 per cent of salaries (6.73 per cent in 1930-31), and a 8.74 per cent of student-credit-hours (9.54 per cent in 1930-31), and an index of 1.32 (1.42 in 1930-31).

In Commerce and Journalism the figures for 1930-31 were 11.80 per cent of total salaries, and 13.72 per cent of student-credit-hours, with an index of 1.16. In 1931-32 a decreased percentage of total salaries, 11.36, and 15.22 percentage of total student-credit-hours, shows 1.34 as the ratio-index. Arts and Sciences fell from 1.36 and second place in 1930-31 to 1.27 and third place in 1931-32. The Colleges of Agriculture and Education retained low positions, with indices of 0.41 and 0.62, respectively. The explanation of low indices, in each case, lies in the fact that the college has a large proportion of relatively small classes, taught by persons of high academic rank. The low indices colleges include Agriculture, Education, Architecture, and Engineering.

The colleges showing indices over 1.0 include Law, Arts and Sciences and Commerce and Journalism. The College of Pharmacy is normally small in actual Pharmacy work, but the administration by this college of the Department of Chemistry, with very large classes, tends to balance up the ratio-index for both years. In 1930-31 Pharmacy has an index of 0.97; in 1931-32 this college has an index of 1.10.

The three colleges named as having high indices, without exception, have normally large classes, and relatively heavy teaching loads. With the exception of the College of Law, in this group the instructors are not highly paid, compared to the average salary. Much of the work in Arts and Sciences and in Commerce and Journalism is done by instructors in rank.

A STUDY OF THE COST PER STUDENT-CREDIT-HOUR FOR EACH COLLEGE
ACCORDING TO SALARIES

The purpose of this table is to determine the relative cost per student-credit-hour, according to the colleges administering the work. The study shows only the cost of salaries (deans, secretaries, instructors, graduate and student assistants, etc.), and does not include such items as equipment and supplies. It does not include the overhead cost of the entire University, which would involve the offices of the President, Registrar, Business Manager, Infirmary cost, Library, etc. Assuming, however, that these exist and are necessary for each of the colleges, the figures shown indicate the relative costs per student-credit-hour. The actual cost would, consequently, be larger to some extent. It is possible, by means of this study, to determine the expenditure each college makes per year for the exact number of student-credit-hours taught, during the years 1930-31 and 1931-32. Table XIX shows, also, the decreased cost per student-credit-hour in 1931-32, which resulted both from decreased salaries and increased student-credit-hours.

The total cost for salaries in the year 1930-31 was 453,257.92, while student-credit-hours administered that year totaled 56,692½. The average cost per student-credit-hour for the entire University was, therefore, \$8.00. In 1931-32 a saving is noted for the entire University in salaries alone of \$11,927.72, total salaries for this year being \$441,330.20. At the same time there is an increase of 6,496 student-credit-hours in 1931-32, or 11.5 per cent increase. The total salaries paid in 1931-32 and total student-credit-hours given show the average cost per student-credit-hour to be \$6.98, or a decrease of \$1.02 per unit over the cost of 1930-31, this representing a 12.8 per cent saving in the cost per student-credit-hour.

Four colleges are found to be above the average cost per unit for the University. Agriculture, with \$20.27 per student-credit-hour, and Education, with a cost of \$14.08 per unit, head the list in order of cost. The College of Law in 1930-31 shows the lowest cost per student-credit-hour, with an average cost of \$5.64. Arts and Sciences is next with a low figure of \$5.87 per student-credit-hour. Commerce and Journalism is third low with \$6.88 average cost.

A considerable saving is seen in 1931-32 in most of the colleges, as well as a shifting of positions of several of the low colleges. Commerce and Journalism, with \$5.21 per student-credit-hour, fell below the College of Law. The College of Law came second with \$5.27. Arts and Sciences assumed third position

TABLE XIX.
THE COST PER STUDENT-CREDIT-HOUR FOR EACH COLLEGE, ACCORDING
TO ALL SALARIES PAID EACH COLLEGE

1930-31

College	I	II	III	IV	V
	Total Salaries Paid	Total Full-Time Instructors Used	*Total Student-Credit-Hours Administered	Average Student-Credit-Per Instructor	Average Cost Per Student-Credit-Hour
Agriculture.....	\$ 74,050.00	19	3,652	192	\$20.27
Architecture.....	11,200.00	5	1,027	205	10.91
Arts and Sciences.....	151,430.00	53	25,817	487	5.87
Commerce and Journalism....	53,482.50	16	7,776	486	6.88
Education.....	36,619.57	10	2,600	260	14.08
Engineering.....	46,700.85	16	4,461	279	10.47
Law.....	30,500.00	7	5,406	772	5.64
**Pharmacy.....	49,275.00	11	5,953½	541	8.28
Totals.....	\$453,257.92	137	56,692½	414	\$8.00

1931-32

Agriculture.....	68,165.00	19	3,966	209	17.19
Architecture.....	12,370.00	6	1,143	191	10.82
Arts and Sciences.....	149,111.20	55	27,195½	494	5.48
Commerce and Journalism....	50,116.00	17	9,617	566	5.21
Education.....	36,559.00	10	3,225	323	11.34
Engineering.....	44,876.00	16	4,512	282	9.95
Law.....	29,108.00	7	5,525	789	5.27
**Pharmacy.....	51,025.00	13	8,005	616	6.37
Totals.....	\$441,330.20	143	63,188½	442	\$ 6.98

*These figures on student-credit-hours are secured from a different source from those given in the teaching loads (Table II). The teaching load figures were secured early in the semester, whereas the above figures were secured at the end of the semester, after a number of students had withdrawn.

**The College of Pharmacy is unique in that it administers a normally Arts and Sciences department, Chemistry, which is several times larger than the combined Pharmacy-proper departments, which are Pharmacy, Pharmacology, and Pharmacognosy. Hence, we are showing a supplementary table which shows the Pharmacy College divided into the Pharmacy-proper departments and the Department of Chemistry.

Division	I	II	III	IV	V
	Total Salaries Paid	Total Full Time Instructors Used	Total Student-Credit-Hours Administered	Average Student-Credit-Hour Per Instructor	Average Cost Per Student-Credit-Hour
1930-31					
Pharmacy-Proper	\$ 20,375.00	4	744	186	\$27.39
Chemistry Department	28,900.00	7	5,209½	744.2	5.55
1931-32					
Pharmacy-Proper	19,214.00	4	627	156.8	30.64
Chemistry Department	31,811.00	9	7,378	819.8	4.31

with \$5.48 per unit. The other colleges retained their relative positions, as found in 1930-31.

An explanation of the higher cost of those falling above average cost for the University lies in the fact that without exception they have high-ranking men teaching small classes of students. The "high cost" colleges are the smaller ones, wherein few "instructors" are used, as compared to the number of high-ranking and higher paid full and associate professors.

In the case of "low cost" colleges the reverse is true. As a rule, the cost is low because the college is large, with a larger proportion of instructors by rank, and a larger number of student-credit-hours enrolled per instructor (indicating larger classes), than is found in the University averages. Law and Pharmacy colleges are noteworthy exceptions to the general rule, because they have a large proportion of teachers of high academic rank, but the average student-credit-hours are unusually high, thus making up the difference, and causing these two colleges to show a low cost.

The faculty of the College of Law has only seven members, all of whom have high academic ranks, but each of them taught an average of 772 student-credit-hours in 1930-31 and 789 student-credit-hours in 1931-32, as compared with the University averages of 414 and 442, respectively.

The College of Pharmacy is unusual, in that it is normally a small college with a small faculty of high-ranking men. The relatively low cost per student-credit-hour in that college is due to the administration of the Department of Chemistry by that college. This department teaches large groups of students registered in other colleges in the University. This makes the average student-credit-hours for the entire college run high.

A comparison of the two years in this table bears out the results of, and correlates closely with, Table XVI. The College of Commerce and Journalism made the greatest percentage of decrease of cost per unit in 1931-32 over 1930-31, showing a cut of \$1.67 per unit, or 24.3 per cent decrease. Pharmacy

registered a decrease of \$1.91, or 23.1 per cent, due largely to an increased enrollment in Chemistry courses. Education, one of the high-cost colleges, shows the next greatest percentage of decrease in cost per student-credit-hour, showing \$2.74 less in 1931-32, or a decrease of 19.5 per cent. Agriculture is next in per cent of decrease in cost for 1931-32 over 1930-31. The actual decrease is \$3.08, or 15.2 per cent, per unit.

A STUDY OF THE SIZE OF CLASSES

INTRODUCTION

The purpose of this study is to show the number of students enrolled in each section of instruction in each department. For classes that had nine or less students, the exact number of students enrolled is shown. Classes that had ten to nineteen students are grouped together, and so on by tens until the size of classes reaches fifty or over.

THE SIZE OF CLASSES

Table XX shows the size of undergraduate and graduate classes for the regular session 1931-32 and the summer session of 1932.

Table XX shows that in the regular session of 1931-32 for undergraduate courses, twenty-five classes enrolled one student each, thirty enrolled two each, twenty-eight enrolled three each, twenty-nine enrolled four each, thirty-four enrolled five each, twenty-eight enrolled six each, thirty-nine enrolled seven each, thirty-seven enrolled eight each, and thirty-eight enrolled nine each. Out of the total of 1,096 classes, 146, or 13.3 per cent, had enrollments of five or less, and 288, or 26.3 per cent, had enrollments of nine or less. Forty-six classes had fifty or more students.

In the summer session of 1932 one hundred ninety-two classes were offered in undergraduate work. Seventeen, or 8.9 per cent, of these had enrollments of five or less, and thirty-eight, or 19.8 per cent, had enrollments of nine or less. The percentage of small classes is less in the summer session than in the regular session.

One hundred twenty-six graduate classes were offered in the regular session of 1931-32. Thirty-five, or 27.8 per cent, of these enrolled but one student each; ninety-four, or 74.6 per cent, enrolled five or less students each; and one hundred twenty, or 95.2 per cent, enrolled nine or less each.

TABLE XX.
THE SIZE OF CLASSES BY DEPARTMENTS
1. REGULAR SESSION 1931-32 a. UNDERGRADUATE COURSES

Department	Number of Students													
	1	2	3	4	5	6	7	8	9	10-19	20-29	30-39	40-49	50 and over
Agricultural Economics	1	1	2	..	7	2
Agricultural Engineering	1	1	1	1	5	1	..
Agronomy	1	1	1	4	1	1
Ancient Languages	2	1	4	1	1	..	1	3	2	1
Animal Husbandry and Dairying	1	1	1	2	1	1	2	1	6	..	2
Architecture and Allied Arts	6	1	3	3	8	5	7	9	2	2
Bible	1	..	6	2	1
Biology and Geology	1	2	1	1	1	1	..	1	..	6	2	5
Botany and Bacteriology	3	3	..	1	2	3	2	1	2	..
Business Administration	1	2	..	3	2	23	31	50	11	..
Chemistry	16	6	4	2	17
Civil Engineering	1	..	1	6	13	4	1	3	..
Drawing	1	1	2	1	2	5
Education	2	..	1	2	3	..	3	3	1	19	15	7	3	..
Electrical Engineering	3	1	2	2	4	1	11	1	1	1	..
English	1	1	3	2	3	11	45	35	2	..
Entomology and Plant Pathology	2	2	2	2	..	1	5	..	1
French	1	3	3	..	1	1	..	1	17	11
German	2	1	1	2	4	1
Health and Physical Education	1	..	1	1	1	..	1	1	2	2	..

TABLE XX.
THE SIZE OF CLASSES BY DEPARTMENTS—Continued
I. REGULAR SESSION 1931-32 a. UNDERGRADUATE COURSES

Department	Number of Students														
	1	2	3	4	5	6	7	8	9	10-19	20-29	30-39	40-49	50 and over	
History and Political Science.....	1	2	..	3	2	13	11	12	7	..	
Horticulture.....	2	..	2	..	1	6	1	1	1	..	
Journalism.....	1	2	1	6	4	3	
Landscape Design.....	2	2	2	1	2	..	1	
Law.....	1	..	8	8	18	14	
Mathematics.....	2	14	59	3	
Mechanic Arts.....	1	4	1	2	1	1	1	8	8	4	
Mechanical Engineering.....	1	1	1	2	..	3	6	9	10	3	4	1	
Music.....	1	1	
Pharmacognosy and Pharmacology.....	2	6	2	1	6	
Pharmacy.....	1	..	1	2	2	3	2	2	
Philosophy.....	..	1	1	1	1	3	2	
Physics.....	2	..	1	..	1	1	..	25	9	1	
Poultry Husbandry.....	..	2	1	..	1	1	1	1	..	
Psychology.....	..	2	2	..	1	2	..	1	4	3	
Sociology.....	1	4	2	1	2	1	
Spanish.....	1	..	3	..	2	1	1	1	2	22	4	
Speech.....	2	..	1	1	..	7	6	1	
Veterinary Science.....	2	..	1	..	1	
Totals.....	25	30	28	29	34	28	39	37	38	289	256	149	68	46	

TABLE XX.
THE SIZE OF CLASSES BY DEPARTMENTS—Continued
1. REGULAR SESSION 1931-32 b. GRADUATE COURSES

Department	Number of Students									
	1	2	3	4	5	6	7	8	9	10-19
Agricultural Economics	3	2	2	..	1	..	2	..
Agricultural Engineering	1	1
Agronomy	1	3	1	..	2
Ancient Languages	2
Animal Husbandry and Dairying	1
Architecture and Allied Arts	1	2
Biology and Geology	3	1	1	3
Botany and Bacteriology	4	1
Business Administration	1	1
Chemistry	2	1	..	1	1	2	1	2	..
Civil Engineering	1	2	2
Education	3	3	2	1	2	2	4
Electrical Engineering	1	1	..	1	1	1
English	1	..	1
Entomology and Plant Pathology	4
History and Political Science	1	1	2
Horticulture	1	1	..	4	1
Mathematics	2	..	1	1	1	1	..	1
Mechanical Engineering	2
Pharmacognosy and Pharmacology	3	1	1
Pharmacy	3	1
Physics	2	1	1	1
Psychology	1	2	1	1
Sociology	1	..	1	1
Spanish	1
Totals	35	20	17	7	15	9	10	3	4	6

TABLE XX.
THE SIZE OF CLASSES BY DEPARTMENTS—Continued
2. SUMMER SESSION 1932 a. UNDERGRADUATE COURSES

Department	Number of Students													
	1	2	3	4	5	6	7	8	9	10-19	20-29	30-39	40-49	50 and over
Architecture and Allied Arts.....	1	2	3	1	1
Biology.....	1	1
Business Administration.....	1	3	7	1
Chemistry.....	1	1	..	2	1
Education.....	1	4	..	1	1	1	1	5	8	7	3	9
English.....	2	5	7	5	..
Entomology.....	..	1	1
French.....	1	..	2	1
General Natural Science.....	2	2
Handwriting.....	1	..	1
Health and Physical Education.....	4	2	1	2	2
History.....	1	3	2	1	1
Landscape Design.....	1	..	1	1
Latin.....	1

TABLE XX.
THE SIZE OF CLASSES BY DEPARTMENTS—Continued
2. SUMMER SESSION 1932 a. UNDERGRADUATE COURSES

Department	Number of Students													
	1	2	3	4	5	6	7	8	9	10-19	20-29	30-39	40-49	50 and over
Law.....	7	2
Library Science.....	1	..	1	1	6
Mathematics.....	1	..	1	1	4	1
Music.....	1	..	1	1	1	2
Nursing Education.....	2
Philosophy.....	1	1
Physics.....	1	1	1
Political Science.....	1	..	1	2	2
Psychology.....	1	1	4
Public School Art.....	2	3
Sociology.....	2	1	1	..	4
Spanish.....	3	1
Speech.....	1	1
Totals.....	2	7	3	3	2	6	4	7	4	45	47	23	16	23

TABLE XX.
THE SIZE OF CLASSES BY DEPARTMENTS—Continued
2. SUMMER SESSION 1932 b. GRADUATE COURSES

Department	Number of Students										
	1	2	3	4	5	6	7	8	9	10-19	20-29
Chemistry.....	1	1	1
Education.....	1	3	1	1	6	1
English.....	1	..
Entomology.....	1
French.....	1
History.....	1
Mathematics.....	1
Philosophy.....	1
Psychology.....	1
Spanish.....	1
Totals.....	2	1	..	2	3	3	2	..	3	7	1

In the summer session of 1932 twenty-four graduate courses were offered. Eight, or 33.3 per cent, had enrollments of five or less; and sixteen, or 66.7 per cent, had enrollments of nine or less. Here again the percentage of small classes is less in the summer session.

Respectfully submitted,
HARLEY W. CHANDLER, Registrar.

REPORT OF THE GRADUATE SCHOOL

To the President of the University.

SIR: The Graduate School has now been functioning two years, 1930-32, under the new organization, directed by the Dean and the Graduate Council.

It gives me pleasure to report that we have made satisfactory progress in this time. Those who are best able to judge believe that the graduate work is now better than it has ever been before, and that the degrees conferred in the Graduate School compare favorably with similar degrees conferred by other institutions. Despite the scarcity of funds and the fact that it has not in every instance received the cooperation and support which it deserves, the Graduate School has continued to grow and improve.

We now have on our cards the names of some two hundred and fifty men and women who are working for the Master's degree. This year we are conferring the Master's degree upon fifty men and women. This is the largest number of graduates that we have ever had. Moreover, we have five students who are going on toward the Ph.D. degree. Beginning with June, 1933, it may be expected that we shall confer one or more Ph.D. degrees each year.

We are now operating on a reduced budget, and there will be a little reduction again for the year 1932-33. For the biennium 1933-35 we are asking that the budget approved for the year 1932-33 be continued without any change.

Respectfully submitted,

JAMES N. ANDERSON, *Dean of the Graduate School.*

REPORT OF THE COLLEGE OF ARTS AND SCIENCES

To the President of the University.

SIR: I beg to submit the following report of activities in the College of Arts and Sciences during the biennium July 1, 1931, to June 30, 1933.

ADMINISTRATION AND FACULTY

Throughout the biennium there has been a steady current of improvement in standards of instruction and in standards of scholarship. The following table, based on the records of those offering instruction in the College in the year 1931-32, is instructive. This table shows the distribution of highest degrees earned by members of the line faculty of the College. This distribution is made according to rank.

TABLE I.

	Ph.D.	Master's Degree	Bachelor's Degree
Professor	13	3	..
Associate Professor	3	5	1*
Assistant Professor	7	4	..
Instructor	1	18	2
TOTALS	24	30	3

*In this case the work for the degree of Doctor of Philosophy is practically completed; this man has made valuable research contributions in his field.

In connection with this table it is a significant fact that many of those who hold other than the Ph.D. degree have earned some credit and are actively continuing their studies toward that degree. At least five have made definite arrangements to complete the work for the doctorate by July 1, 1933.

It is commendable that members of the faculty of the College of Arts and Sciences are playing an increasingly prominent part in the affairs of the national professional organizations of their fields. These men are serving as chairmen, vice presidents, secretaries, and committee members, and to an increasing extent they are reading papers before the meetings of their respective organizations.

TYPES OF SERVICE RENDERED BY THE COLLEGE

Under this same heading the report of the preceding biennium included an analysis of the character of service rendered by the College of Arts and Sciences. The study which was mentioned in that report has been continued, and it is now possible to give considerable information regarding the extent of services rendered by the College of Arts and Sciences. The first type that was discussed in the report of the preceding biennium has been characterized as instruction of students registered in other colleges and having no direct interest in the College of Arts and Sciences. Table II shows the extent of this service. This table gives the distribution of grades submitted by the several departments of the College of Arts and Sciences according to the colleges in which the students earning the grades were registered. Part A of Table II contains this information for the year 1930-31, while Part B gives the corresponding information for the year 1931-32.

TABLE II.

DISTRIBUTION OF INSTRUCTION

(Based on numbers of grades submitted)

Department of Instruction	Students Registered in								Total	
	Arts and Sciences	Commerce and Journalism	Education	Engineering	Agriculture	Architecture	Pharmacy	Law		Graduate
PART A—1930-1931										
Ancient Languages	73	2	7					27		109
Bible	19	1	34		1					55
Biology and Geology	280	59	74	15	85		8		1	522
English	765	547	428	252	197	76	27			2,292
French	363	48	44	25	13	36	3	2	1	535
History and Political Science	379	467	355	2	8	9			2	1,222
Mathematics	411	447	117	424	33	52			1	1,485
Philosophy	104	7	12			1			1	125
Physics	223	104	50	474	23	13	4			891
Psychology	228	220	48	3	19				1	519
Sociology	165	28	141	1	1				8	344
Spanish and German	370	98	78	7	8	13	10	2		586
Speech	133	46	42	2	19	7		1		250
TOTALS	3,513	2,074	1,430	1,205	407	207	52	32	15	8,935
PART B—1931-1932										
Ancient Languages	99	6	7	2			2	34		150
Bible	54	5	16		3					78
Biology and Geology	393	48	100	3	82		4		4	636
English	787	617	466	279	173	58	33		12	2,425
French	335	36	44	18	27	10	8	1	5	484
History and Political Science	392	431	262	3	5	19	1	1	2	1,116
Mathematics	408	405	145	538	53	57	2		25	1,633
Philosophy	74	9	5		1				4	93
Physics	273	69	80	154	47	19	7		6	655
Psychology	217	232	47	6	11		1		6	520
Sociology	82	18	146	1	1		1		1	250
Spanish and German	343	100	80	24	5	2	8	1	4	567
Speech	142	78	22	18	25			3	1	289
TOTALS	3,600	2,054	1,421	1,046	433	165	67	40	70	8,896

The second type of service rendered by the College of Arts and Sciences has been characterized as pre-professional training. The extent to which the College renders service of this type is revealed in Table III, which shows the frequency with which students registered in the College in the year 1930-31 and in the first semester of 1931-32 selected the professions or vocations listed.

TABLE III.
FREQUENCY OF CHOICE OF LIFE WORK

Life Work	Number Considering in 1930-31	Number Considering in 1931-32
Law	170	144
Medicine	145	174
Undecided	74	63
Chemistry or Chemical Engineering	31	69
Dentistry	24	39
Business	15	11
Engineering (other than Chemical).....	13	3
Teaching	11	13
No reply	11	1
Aviation	6	9
Ministry	5	8
Banking	4	6
Journalism	4	1
Architecture	2	3
Writing	2	3
Biology	1	3

Each of the following was considered by at least one student but not by as many as three students in one year: Accounting, Actuarial Science, Advertising, Aeronautical Engineering, Agriculture, Archaeology, Art, Bacteriology, Curatory, Dramatics, Entertainment, Foreign Marketing, Foreign Service, Geology, History, Hotel Management, Insurance, Library Science, Mission Service, Military Science, Naval Science, Optometry, Osteopathy, Petroleum Engineering, Physics, Politics, Psychology, Radio, Real Estate, Salesmanship, South American Banking, Telephone Work, Undertaking, University Teaching.

Following the intent of the two largest groups shown in Table III, we find that of the 170 who gave law as their first choice in 1930-31, 70 expected to earn the Bachelor's degree in the College of Arts and Sciences, while of the 144 who gave law as their first choice in 1931-32, 48 intended to earn the Bachelor's degree in this college. The new requirements for admission to the College of Law, effective in September, 1933, will produce a desirable change in this connection. Heretofore, too many of the pre-law students have considered that the pre-law work is of value only in so far as it entitles them to admission to the College of Law. The more rigid requirement of the Bachelor's degree or its academic equivalent, the combined academic-law course, for admission to the College of Law will result in a better quality of

work. It was estimated that in 1930 those students who were registered in the College of Arts and Sciences to earn credit for admission to the College of Law would remain in the College of Arts and Sciences for an average of 2.7 years. In the following year it was estimated that this number had dropped to 2.5 years. The new requirements for admission to the College of Law will lengthen this period of pre-law training to between three and four years. For the students intending to study medicine the estimated average period spent in pre-medical training in the College of Arts and Sciences is 3.1 years. Of the pre-medical students 44 per cent intend to earn the degree of Bachelor of Science. The data here presented show the extent to which the College of Arts and Sciences provides pre-professional training to students who remain one, two, and three years, with no intention of earning a degree in this college.

The third type of service rendered by the College of Arts and Sciences is the obvious one of training men for the degrees of Bachelor of Arts and Bachelor of Science. It is significant that the number of students who desire this type of service is relatively small, most of the service rendered by the College of Arts and Sciences being of the two types named above. Because of the length of time that must be devoted to professional training, and because of the cost of such training, a large number of students gain admission to professional schools as early in their educational career as possible. This number, together with the number of those graduating and the number of those not returning for financial and other reasons, leaves a comparatively small nucleus of students who return from year to year. Registration statistics for the years 1930-31 and 1931-32 show that of the 541 students who were registered in the College of Arts and Sciences in 1930-31, 282 did not return in the first semester of 1931-32, while there were 308 students who were registered in the first semester of 1931-32 but not in 1930-31. From these numbers we see that the number of students of all classes and curricula enrolled in the College both years is 258, a small number when we consider that the total number of individuals registered in the College in this period is 848. It is evident from these facts that the number of graduates in the College of Arts and Sciences is surprisingly high.

Table IV shows the distribution of degrees conferred in the College of Arts and Sciences from August, 1930, to June, 1932, inclusive.

TABLE IV.
DISTRIBUTION OF DEGREES, COLLEGE OF ARTS AND SCIENCES

	1930-31			1931-32			Total
	Aug.	Feb.	June	Aug.	Feb.	June	
Total Number B.A. Degrees.....	4	2	19	4	3	15	47
Total Number B.S. Degrees.....	5	2	17	4	3	20	51
Total Number Degrees.....	9	4	36	8	6	35	98

The enrollment of students in the College increased from 541 in 1930-31 to 607 in 1931-32. It is evident from this and from earlier trends that the College will be called upon to render services of the second and third types to an increasingly large number of students. It is also evident that growth in enrollment in other colleges results in a very marked increase in services of the

first type rendered by the College of Arts and Sciences. With these considerations in mind, it is safe to assert that the College of Arts and Sciences, with its enrollment almost one-fourth that of the entire University, is not only one of the nine colleges and schools of the University, but even more important than that, it is the foundation and framework of the whole structure of the University. It is obvious that only in so far as this foundation and framework are maintained in good condition can the University continue to function.

Table V shows the distribution of major fields completed by the recipients of these degrees.

TABLE V.

DISTRIBUTION OF MAJORS AND DEGREES, COLLEGE OF ARTS AND SCIENCES

	1930-31			1931-32			Total
	Aug.	Feb.	June	Aug.	Feb.	June	
1. Chemistry	4	1	11	2	2	12	32
2. English	2	1	4	2	2	7	18
3. Biology	1	..	6	1	1	6	15
4. History, or History and Political Science	1	..	8	..	1	4	14
5. Philosophy, or Philosophy and Psychology	1	1	4	2	8
6. Mathematics	1	2	1	..	3	7
7. Spanish	1	..	1	2	..	1	5
8. French	2	2
9. Economics	1	1
10. Physics	1	1

One measure of the intellectual caliber of students who register in the College of Arts and Sciences for pre-professional training or to earn the degree of Bachelor of Arts or the degree of Bachelor of Science is the extent to which those students attain honors because of the quality of their work. Although the registration in the College of Arts and Sciences is approximately one-fourth of the total registration of the University for the winter semesters, 30 per cent to 35 per cent of those who earned places on the Honor Roll in the two semesters of 1930-31 and the first semester of 1931-32 were students registered in the College of Arts and Sciences. Of the 68 freshmen in the University who were elected to membership in Phi Eta Sigma, the honorary scholastic society for freshmen, 50 per cent in 1930-31 and 45 per cent in 1931-32 were registered in the College of Arts and Sciences. When the fact that these students attended classes with students of the other colleges is taken into consideration, it is evident that they are men of high intellectual capacity.

CHANGES IN THE CURRICULA

The most significant change in the curricula offered by the College of Arts and Sciences is the elimination of the pre-law course, brought about by the changed requirements for admission to the College of Law. Instead of the six curricula

heretofore offered, this college now offers the five curricula which follow: the course leading to the degree of Bachelor of Arts, the course leading to the degree of Bachelor of Science, the course leading to the degree of Bachelor of Arts in combination with law, the course leading to the degree of Bachelor of Science in combination with law, and the pre-medical course. The faculty of the College is making a careful study of the five curricula now offered. But few changes have been made thus far. In every case the faculty has been guided by concrete evidence.

A careful check of records showed that most of those students who failed to earn a satisfactory grade on the English placement examination have serious difficulty in the study of foreign language, many of them failing completely. For this reason students who fail to earn a satisfactory grade on the English placement examination will be required to defer the study of foreign language until they have successfully completed the preliminary course in English, entitled English 21. In like manner statistics showed that because of deficiencies in preparatory mathematics there was a relatively high scholastic mortality in the course in general physics, which all pre-medical students must pass in order to gain admission to a medical school. The pre-medical curriculum was therefore changed by deferring the study of foreign language until the second year, and requiring a study of mathematics throughout the freshman year. On the strength of evidence submitted by the Department of Mathematics, students entering the University of Florida in or after September, 1932, will be required to take placement examination in mathematics. Only those who show in this examination that they are capable of studying college mathematics with hope of success will be permitted to register for the regular college work; those who show that they are not fitted will be given special training.

In line with the consistent effort that is being made in the College to give every student optimum guidance and attention, students pursuing the pre-medical course beyond the freshman year will be guided in their selection of courses by the requirements of the medical school to which they wish to apply for admission.

EDUCATIONAL RESEARCH IN THE COLLEGE OF ARTS AND SCIENCES

In the last biennial report of this college appeared an outline of studies under way and proposed. The objectives which led to the formation of these studies were two-fold. The first objective was to learn as much as possible about the needs and wishes of the students attending classes in the College of Arts and Sciences, and more especially of those students registered in the College of Arts and Sciences, in order that we might render the greatest possible service. The second objective was to learn as much as possible about the College in order that it could be administered effectively. These studies have been carried on and other studies have been added to the list. They have served their purpose to an even greater extent than was anticipated. Such studies will be continued as the need for them arises.

Respectfully submitted,
W. H. WILSON, *Acting Dean.*

REPORT OF THE COLLEGE OF AGRICULTURE

TEACHING DIVISION

To the President of the University.

SIR: A steady, healthy growth has continued in the College of Agriculture through the past two years. The teaching staff has been faithful and diligent, and the student body, on the whole, earnest and studious. Several members of the faculty have continued studies toward advanced degrees.

The attendance increased 31 per cent in 1930-31 over the previous year; in 1931-32 the increase was not quite 2 per cent. The number of students graduating (34) during the year 1931-32 is the greatest in the history of the College. There are graduate students in most of the departments of the College, and instructors are working on individual research problems, as time can be found, without neglecting their teaching and other professional duties.

IMPROVEMENTS

The new machinery shed is being completed on the farm, near the barn, where in the future the laboratory work in Agricultural Engineering will be done, thus relieving the Agricultural Building of the noise of machines, motors, and implements, and releasing a large, conveniently located room for use as a class room.

The Department of Agronomy has been given more laboratory space for the increasing demands in soils and crop studies, both undergraduate and graduate, by rearranging the space available on the second floor of the Agricultural Building.

The woods land, suited for pasture, is being prepared for greater usefulness; some by clearing of underbrush, thinning of trees, and seeding to grasses, a combination of forestry and pasturage; other parts of it by clearing completely and planting to suitable grasses or other forage crops.

New blood has been introduced into the livestock groups, and other replacements and additions made as funds would permit.

The poultry flocks are being gradually built up to the number and quality attained before the loss from thieves in 1927, which took many of the breeding stock developed by years of careful selection.

OUTSIDE ACTIVITIES

Most of the heads of departments, or those designated by the heads, have attended each year some association or gathering of scientific workers similarly employed, thus bringing back to the College the inspiration and information brought forward by recent study and investigation.

Many professors are invited to attend meetings of agricultural workers held in various parts of the state, to discuss the problems which are constantly arising among practical growers. This practice is to be encouraged within reasonable limits, as it is beneficial to both parties concerned.

CHANGES IN THE CURRICULUM

Changes in the curriculum initiated in 1930-31 have been slightly changed to conform to the recommendation of a Committee on University Policies, appointed in 1932 by the President of the University. The College is now divided into a lower and an upper division, the lower consisting of the freshman and sophomore work, and the upper of junior and senior work. In the upper division the student may major in any department of the College offering fifteen or more hours in courses above freshman rank. Students are under the guidance of the head of the department in which they major, or his appointee.

Respectfully submitted,

WILMON NEWELL, *Dean.*

REPORT OF THE AGRICULTURAL EXPERIMENT STATIONS AND AGRICULTURAL EXTENSION SERVICE

To the President of the University.

SIR: I respectfully submit the following report of the University of Florida Experiment Stations and the Agricultural Extension Service for the biennium ending June 30, 1932.

AGRICULTURAL EXPERIMENT STATIONS

Within the Experiment Station system, and as an integral part of the College of Agriculture, are included the Main Station at Gainesville, the Citrus Station at Lake Alfred, the Everglades Station at Belle Glade, the North Florida Station at Quincy, and the Sub-Tropical Station at Homestead. In addition to these, field laboratories are maintained at Hastings for Irish potato studies, at Cocoa for citrus disease investigations, at Bradenton for research on tomato diseases, at Monticello for studies of pecan diseases and insects, at Leesburg for watermelon, grape, and commercial ornamental plant diseases, at West Palm Beach for study of certain diseases of livestock, and at Plant City for research on strawberry diseases and culture.

It may be emphasized that these are not separate institutions but are administered under the supervision of the Director and of the staff at the Main Station at Gainesville. The branch stations have been created from time to time by Legislative act and are designed to meet the needs of different crops and crop areas. These stations are in charge of competent men, two or more trained research workers being located at each. The stations now established and in use appear to meet the needs of the state insofar as their locations are concerned.

The field laboratories are not permanent. During the biennium the one at Pierson was closed, because the investigations on fern mite were concluded in a satisfactory manner, and the equipment and personnel were transferred to Leesburg. Usually these laboratories are operated cooperatively, the land and buildings being provided, without cost to the state, by those interested in the crops under investigation.

There is definite need for the extension of the investigations into several fields. The name of the station at Quincy has been changed from the Tobacco Experiment Station to the North Florida Experiment Station, that it might more properly cover the work which should be extended into a much wider research field. North Florida is a general farming area; so far as can be seen at present, its agricultural future lies in the development of general farm crops, such as cotton, corn, tobacco, peanuts, and grain and forage, and these crops should receive attention in the program of that station. Here, too, livestock should have a large place in any well-organized farming operation, and there is dire need for studies in the field of animal husbandry. Facilities for research along this line, to include beef cattle, swine and sheep, as well as other kinds of livestock, should be provided at the earliest possible date.

For many areas in the state, some of them of vast extent, the most promising field for agriculture is livestock development. It represents the firmest foundation upon which agriculture can be built. Florida offers opportunities in this direction that no longer should go undeveloped. In the past, several sections became famous as livestock areas; and, with the elimination of the cattle tick and certain nutritional difficulties removed, a new opportunity is offered for livestock industries. At the same time new problems must be solved. The cattlemen of the state have to meet competition that did not interfere particularly with their operations in former years.

Moreover, large acreages have reverted to the state; these areas should be used for grazing and reforestation purposes. The satisfactory use of these lands unquestionably lies in the direction of their utilization in large measure by livestock. It is firmly believed that in no direction can the Agricultural Experiment Station serve the interests of the state and of its people to greater advantage than by instituting thorough and far-reaching studies in the field of livestock feeding, breeding, and management. Provisions should be made at Gainesville, Belle Glade, and Quincy for organized studies of livestock problems. The station at Brooksville should be placed in a position to assist substantially in work along these, as well as other, lines in cooperation with the United States Department of Agriculture.

What in many respects may be regarded as an addition to the Florida Agricultural Experiment Station system has been started at Brooksville. In April, Secretary of Agriculture Hyde announced that Colonel and Mrs. Raymond Robbins had deeded a 2,082-acre tract of land to the United States Department of Agriculture and that in cooperation with the Florida Agricultural Experiment Station problems relating to citrus fruits, livestock, feed and forage production, and related problems would be studied. The land in this tract is representative of extensive areas in the state that in large measure have not been used heretofore in general agriculture. There is little doubt but that investigations carried on at Brooksville will be of material assistance in solving the problems of profitable use of such lands. Already the United States Department of Agriculture has provided facilities for investigative work, and the Florida Experiment Station should be placed in a financial position to do its share in the investigative work at that point.

During the biennium the work of the Experiment Station has made definite advancement. A corps of earnest, efficient research workers has directed its best efforts to the solution of many pressing problems. Necessarily, curtailments in programs have been made, but the force has carried through cheerfully in the work of building new foundations for Florida agriculture, in maintaining the advancements already made, and in creating new taxable values. Efforts have been directed toward the most economical administration possible of the funds placed at the Station's disposal; and, in spite of the ever-increasing demands of a growing agriculture, which have added greatly to the burdens placed upon the Station, it has succeeded in maintaining its work at a high level and has at the same time reduced expenditures below amounts appropriated.

Attention properly may be called to a few items of unusual importance in the work of the Experiment Station, such as the finding of the cause and cure

of salt-sick, the securing of resistant varieties of wrapper tobaccos, the value of crotalaria as a soil-improving crop, the determination of the causes of deterioration in citrus juices after extraction, the control of the fern mite, the basic work done in watermelon wilt investigations, and the initiation of livestock studies in the Everglades and elsewhere in the state.

EDITORIAL DEPARTMENT

During the biennium the work of the Editorial Department continued to increase, because of the larger number of bulletins being issued, increasing demands for farm and newspaper articles, continued daily farm radio programs, and the distribution of an increased number of bulletins. The two editors and two mailing clerks in this department devote approximately half of their time to work for the Agricultural Extension Service, leaving only one-half time for work for the Experiment Station.

During the first year of the biennium the Station printed 20 bulletins, amounting to 1,222 pages, by far the largest number of bulletins printed in any one year to date. The number printed during the second year was 13, amounting to 667 pages. In reporting results of research work and supplying the people of Florida with up-to-date, reliable information, the Station has published a total of 250 bulletins since its establishment.

Another series of publications, known as press bulletins, is used in supplying information to newspapers and in answering inquiries. Press bulletins in practically all cases amount to two pages, and about 3,000 copies are issued. During the first year of the biennium 15 new press bulletins were issued and 14 old ones were reprinted; during the second year six new ones were printed and four old ones were reprinted. The total number of press bulletins issued to date is 444.

New bulletins are distributed from the mailing room to libraries and technical workers as soon as they come from the press. New and old bulletins are distributed to residents of the state on special request; a total of approximately 75,000 bulletins leave the mailing rooms each year. An announcement list is maintained, and notification of each new bulletin of popular interest is sent to names on this list.

NEWS AND FARM PAPER STORIES

The Florida Agricultural Experiment Station receives excellent publicity in the newspapers of the state and technical farm papers of the state and nation. About 25 articles each year are prepared by the Station's investigators and sent to scientific and technical publications. These articles are not handled by the editors. Also, staff members prepared and sent many popular articles to farm papers of Florida and the South. However, the great majority of popular articles sent to farm papers were prepared by the editors.

The Agricultural News Service, issued weekly by the Agricultural Extension Service, carried from three to six accounts of the Experiment Station and its work in each issue. These articles were widely reprinted in newspapers and farm papers of Florida. Occasional articles about the Experiment Station's

work were distributed through the State Mail Service of the Associated Press and were reprinted by member papers.

Particularly during the second year of the biennium, articles relating to the Florida Experiment Station were printed in news and farm papers in many parts of the United States, from Texas to Pennsylvania. Florida farm papers, as usual, carried much material concerning the Experiment Station and its activities.

RADIO

Farm programs were put on the air over State Radio Station WRUF every week-day during the two years. These were 45 minutes in length and consisted of 20 to 25 minutes of talks and 20 to 25 minutes of music. While this is an Extension activity of the Editors', many Station workers participated in the programs, preparing and delivering talks. Station workers made 156 talks during the first year, and 149 during the second.

NEEDS

A full-time assistant in the department who can do editing, writing, and copy work and assist with the radio programs and distribution of bulletins is greatly needed. Otherwise, the needs of the department are being met fairly well.

THE LIBRARY DEPARTMENT

The work of the Library has grown and expanded considerably during the past two years. The addition of new projects, the constant use of the Library by staff members, teaching faculty and graduate students, the circulation of scientific periodicals and books among the staff stationed at the four branch stations and seven field laboratories have contributed to this. An agricultural scientist appreciates the fact that true research must begin in the library, with a comprehensive study of the literature pertaining to his project. After this he begins his actual work. In this way the library is considered a most important laboratory in which he starts his project.

For the biennium 26,212 serials, periodicals, and bulletins were received. Each of these requires very much the same treatment accorded a book to prepare it for the shelves. 1,624 bound volumes were added, of which 1,008 had to be prepared and sent to the bindery. All new volumes have to be painted with a solution for protection from insect pests after they are accessioned and catalogued and before they can be placed on the shelves. This is a necessary but rather long and tedious piece of work.

The condition resulting from lack of space in the Library had become so acute that towards the last of the first year covered by this report it became necessary to take over a small room, previously used as an office, for a reading room. This released space in the stack room sufficient to erect four double-faced book stacks, which give temporary relief from the crowded condition.

A special effort is being made to form a complete collection of agricultural economics literature. The collection is sufficiently advanced now to be of immense value to the research worker in that field. The circulation of material to the branch stations, inaugurated during the past two years, has proved most successful.

Bibliographies have been prepared on numbers of subjects for various members of the staff. 422 volumes have been borrowed from other libraries, and various other state and out-of-state libraries have borrowed from this Library.

In the two years 21,760 catalog cards have been prepared, typed, and added to the card catalog. In addition to these, all the cards for the publications of the United States Department of Agriculture, which are prepared and printed by Library of Congress, have been purchased and added to the catalog.

The Library has a splendid collection of foreign publications issued by various experiment stations and departments of agriculture of other lands. Scientific workers, particularly in China, Japan, India, Russia and Palestine, are making experiments, the results of which may be of great value to our workers. Most of these results are printed in publications that come to the Library free of cost. Arrangements could be made by which the translation of such articles could be made without unreasonable cost. As soon as it is possible to do so, it is urged that a fund of not less than \$500 a year be appropriated to begin the translation of this valuable material so that it may be made available to our scientists.

Nine hundred and four volumes were lent to the members of the staff stationed at the branch stations. Nearly five thousand volumes were loaned to the staff members located at the Main Station. These figures do not represent or include material used within the Library reading room.

Many inquiries have been received from farmers and fruit growers for information concerning publications of interest to them. The Library has also been visited by a number of persons, engaged in commercial work in the state, for assistance in preparing agricultural data needed in connection with their work. Women, living in the rural districts of Florida, have requested and have been furnished reading lists that would help them with their part in developing wholesome, successful farm homes.

With a reduced budget, it has been necessary to operate the Library at a minimum of expense while attempting to render the maximum of service. Every effort has been made to fill every demand made on the Library, and with the cooperation of the various departments the period has been one of progress and advancement.

LIBRARY STATISTICS—1930-1932

Books prepared for binding	1,008
Books received through purchase, gift, or exchange	616
Total number of books accessioned for biennium	1,624
Total number of books (bound) in Library	8,624
Bulletins received from other stations	4,846
Serials, periodicals, continuations (including bulletins) ...	26,212
Catalog cards prepared and typed in Library	21,760
Books borrowed from other libraries	422
Books and periodicals lent to branch stations	904
Books and periodicals lent to local staff and faculty	4,541
Newspapers currently received	90

DEPARTMENT OF AGRICULTURAL ECONOMICS

The studies of the Department of Agricultural Economics, covering a variety of economic subjects, have been pushed energetically during the biennium. Since the inception of this work the policy has been followed of making economic studies first in fields of greatest importance to the state at large. The whole field will be covered as rapidly as personnel and funds permit. It may be remarked in passing that this work is carried on entirely with funds from federal appropriations.

ECONOMIC STUDY OF DAIRY FARMING

The data from the survey of Florida dairy farms were placed in final form during the biennium and submitted for publication. The manuscript is now with the printer and will appear as *Bulletin 246*. One criticism of economic surveys is that the data obtained covering a given period pertain only to that period and may not represent a true picture of conditions at another time. This may be true in so far as the data are expressed in monetary figures only. However, quantitative data such as acres of land, number of animals, hours of labor and pounds of feed change less rapidly than dollar figures.

In the Jacksonville district, 38 dairy farmers who were operating the same dairies as in 1927 were re-visited about the first of November, 1931. The current prices being paid for the feed making up their dairy ration, the labor employed, and the price being received for milk were obtained. Application of the prices to the pounds of the different types of feed and the hours of labor necessary to produce 100 pounds of milk on the 38 farms gave the comparative feed and labor costs. In 1927 the feed and labor costs on the 38 farms represented 68.1 per cent of the cost of producing milk. Assuming that the same percentage held true in 1931, the total cost per hundred pounds of milk was reduced 32 per cent.

The price of milk on these same farms was 33 per cent less in November, 1931, than for the same month in 1927. That is, the price of milk was reduced in a slightly greater proportion than the costs. Consequently, the profits on these farms were reduced about 43 per cent. On the other hand, retail prices paid by farmers for commodities used in living declined only 18 per cent between June, 1927, and June, 1931.

STUDY OF FLORIDA TRUCK CROP COMPETITION

As stated in the last biennial report, this project was divided into two parts. The first part concerned itself with Florida's competition with other states and foreign countries. This study has been completed and is incorporated in *Bulletin 224*. Tables of inter-state and foreign competition with Florida will be prepared in mimeograph form at the end of each season as a continuation of data given in *Bulletin 224*.

The following brief summary shows the trend of competition of important Florida truck crops with other areas from the standpoint of car-lot movement during the seven seasons ending with 1930-31. Shipments of Florida peppers and cabbage have made rapid increases, though total competition has slightly decreased. Florida strawberries and green beans have also increased very rapidly, and the total competition has increased less rapidly. Florida water-

melon shipments have increased slowly and at about the same rate as the total competition. Florida celery, white potatoes, and eggplants have made slow gains, but the gains of total competition have been much more rapid. Shipments of Florida tomatoes have decreased slightly in the face of appreciable gains from competing areas. Florida cucumbers and lettuce shipments have decreased more rapidly, whereas competing areas have made substantial gains.

The second part of this project constituted a study of the competition between areas in the state for each truck crop. Data for this study were obtained directly from the railroad, boat, and express companies serving Florida during the shipping season of 1928-29. The results of this study are included in *Bulletin 233*.

A point of interest in connection with this study was the relative quantities of the different truck crops that moved by freight, express, and boat. Of the nine major crops green beans, peppers and strawberries figured high in the movement by express, while the percentage of tomatoes, peppers and early white potatoes going by boat was rather high.

SURVEY OF FARMS IN THE GENERAL FARMING REGION OF NORTHWEST FLORIDA

After partially preparing the manuscript covering the analysis of the data obtained from this survey of Jackson County farms, it was decided that a second resurvey of a representative sample of 500 farms was desirable for another crop year.

Comparative summaries for the 110 farm surveys made for the two years 1925 and 1928 were personally returned to the farmer cooperators and fully explained. At the same visit, each cooperator was urged to keep a record of cash receipts and cash expenses for the year 1932, using a specially prepared cash book. On some farms a complete farm inventory was taken, also. The purpose of the record keeping is twofold. First, it appears to be one of the real needs of most of these farmers that they may see clearly the status of their farm businesses. Second, the accounts will furnish a much better background for the repeat survey for the year 1932 which is planned.

FARMERS' COOPERATIVE ASSOCIATIONS IN FLORIDA

The field work was continued on this project through the summer and fall of 1930. Data were secured on a total of 341 incorporated and 33 unincorporated cooperative associations that had been organized in Florida prior to the 1929-30 marketing season. The data obtained on these associations included, where available: administrative set-up; number of patrons; volume of business; method of sale; pooling practices; advertising practices; credit policies; balance sheets and profit and loss statements for the last four years ending with 1929-30, and the first year of operation; and, in the case of inactive associations, the principal and contributing reasons for ceasing to operate. Slightly more than 50 per cent of the 374 cooperative associations studied were active during the 1929-30 marketing season.

Unincorporated cooperative associations are essentially partnerships and have the disadvantage of unlimited liability for each member. An analysis of the provisions of the three state laws available for the incorporation of cooperative associations, and of related federal laws, was prepared and published,

along with a classified list of all the cooperative associations included in the study, in *Bulletin 245* of this Station.

The data secured by the survey have been tabulated and analyzed, and the preliminary manuscript written. The first part of the study consists of a discussion of the history and present status of cooperative associations in Florida, with special reference to causes of failure among associations that have ceased to operate. This is followed by sections dealing with the cooperative marketing of citrus fruits, truck crops, livestock and livestock products, and with miscellaneous types of associations. The section dealing with the cooperative marketing of citrus fruits consists of an analysis of the activities of local citrus cooperative associations, and detailed studies of the Florida Citrus Exchange system and the Florida Citrus Growers' Clearing House Association. The truck crops section consists of a study of all the associations organized primarily for handling truck crops and a detailed study of the Hastings Potato Growers' Association. It is expected that this study will be ready for publication in the near future.

COST OF PRODUCTION AND GROVE ORGANIZATION STUDIES OF FLORIDA CITRUS

It is the intention to continue this project over a period of years to obtain authentic data concerning the detailed costs of production of Florida's citrus fruits. The work is to be conducted cooperatively with citrus grove owners, and the progress to date has been of a preliminary nature in locating satisfactory cooperators who are fairly representative of their particular areas. The accounts will be opened in time to record all transactions of the 1932-33 citrus crop on the groves studied. These costs will be kept in sufficient detail to arrive at the differences in costs for the different varieties of citrus by age of trees and by soil type on which plantings occur.

COST OF HANDLING CITRUS FRUIT FROM TREE TO CAR

The object of this study is to obtain an additional season's records from approximately 100 citrus packing plants for use in the revision of *Bulletin 202*, which is now out of print. The study will determine:

1. Costs of picking, hauling, and other items in packing Florida citrus fruit.
2. The factors that influence the cost of handling citrus fruit.

WORK THAT SHOULD BE STARTED AS SOON AS FUNDS AND PERSONNEL WILL PERMIT

1. *Detailed Farm Cost of Production Studies.* A start has been made in this work as it relates to Florida citrus. It is the hope that this work may be greatly augmented in the near future to cover the citrus areas more thoroughly and to take up other types of farming than citrus, such as important truck crops and general farming.

2. *Continuation of Citrus Marketing Studies.* Some of the most important of these are:

- a. Citrus prices and factors affecting price, such as

- (1) Volume
- (2) Variety, grade and size
- (3) Section of production
- (4) Competition from other areas

- (5) Competition with other fruits
- (6) Decay in transit
- b. Consumer demand. (This study should be made in cooperation with other citrus producing areas as well as with the United States Department of Agriculture and Department of Markets in cities studied.)
 - (1) Brands preferred
 - (2) Sizes preferred
 - (3) How used
- c. By-products
 - (1) Present supply and demand
- 3. *Economic Studies of Truck Crops in the Order of Their Importance.*
 - a. Survey
 - (1) Labor income
 - (2) Cost of production
 - (3) Cost of marketing
 - (4) Price
- 4. *Land Utilization studies* (including soils, forestry, animal husbandry and agronomy).
- 5. *Agricultural Credit Situation in Florida.*
 - a. Agricultural Credit Corporations
 - b. Federal Farm Loan Association
 - c. Banks and other types
- 6. *Rural Taxation Studies.*
 - a. Units of taxation
 - b. Methods of appraisal
 - c. Distribution of tax dollar

DEPARTMENT OF AGRONOMY

The Department of Agronomy has made material progress during the biennium. In November, 1930, Dr. A. Daane joined the staff to take care of general agronomic investigations at the Everglades Experiment Station.

Cotton Agronomy work has been placed under the department and most of the work transferred to the North Florida Experiment Station at Quincy. Two workers formerly in the Cotton Department were transferred to the Agronomy Department and sent to Quincy to handle work with cotton.

The United States Forage Crops Office continues to give active support in pasture and forage crops investigations, having at Gainesville a worker who receives a small part of his salary from state funds.

Twenty-seven projects in agronomy are under investigation at the main and branch stations. These projects deal with general field crops, hay, pasture, silage, grain, cover and soil building crops, winter and summer legumes for grazing and soil building, crop rotation, breeding and fertilizer experiments, and work with new crops that may be suitable to Florida. Although more work is under way than in previous biennia, the total operating budget of this department at the main station has not been increased for the past two biennia save by the transfer of cotton investigation funds from another depart-

ment. Increased work is possible only through help from cooperating agencies such as the United States Forage Crops Office, the Penney-Gwinn Corporation, the Caterpillar Tractor Company, the Superphosphate Institute, and several fertilizer companies.

The principal new work undertaken includes a study of crotalaria as forage, stack silo studies, enlargement of field crop and pasture investigations at the Everglades Experiment Station, additions to plant trial tests at the branch experiment stations, preliminary pasture experiments at the North Florida Experiment Station, cooperative work with the Caterpillar Tractor Company on machine harvesting of crotalaria seed, and legume and grass studies in cooperation with the Sub-Tropical Station at Homestead.

New equipment has been purchased by the department or lent to it by cooperators: a caterpillar tractor and combine for experiments in harvesting crotalaria seed, two large wooden and glass soil tanks for grass root-system studies, a caterpillar tractor and grader, a harrow and truck. The Bureau of Plant Industry, United States Department of Agriculture, has furnished a dryer for the artificial drying of hay, a cultipacker, a small pea and bean thrasher, a seed cleaning machine, and a truck for use in Federal cooperative experimental work.

Work has been continued on new plants adapted to Florida conditions, pasture and forage crops, and peanut fertilizing and breeding. New projects have been started as funds were available.

As a result of the new crop test work of recent years the following plants have been found satisfactory and called to the attention of Florida farmers: Kudzu, Natal grass, Brabham and Iron cowpeas, Sudan grass, Cattail millet, Napier grass, Cayana 10 and other sugarcane, Bahia, centipede, carpet, Dallis and Para grasses, Lespedeza, Austrian peas, Hairy vetch, *Monantha* vetch, *Crotalaria striata*, and *Crotalaria spectabilis*.

Over four hundred tons of crotalaria seed were saved in Florida in 1931. This means that sixty to seventy thousand acres of crotalaria for soil enrichment purposes were planted in Florida in 1932 and that, in addition, Florida-grown crotalaria seed has been sold in every southern state. It has been found from seven years of cover crop experimental work in the citrus belt that the top growth from one acre of crotalaria contains 100 pounds of nitrogen, worth today \$10; therefore, with seventy thousand acres of crotalaria growing in Florida as a result of the introduction of this crop, \$700,000 worth of air nitrogen will be added to the soil. It is quite likely that the organic matter of the crop, exclusive of its nitrogen content, is equally as valuable to the sandy soils of the state. Had it not been for the work of this department cooperating with the Forage Crops Office of the United States Department of Agriculture, crotalaria would probably not be growing in Florida.

The following leguminous plants show promise for cover crop, soil enrichment and forage purposes: pigeon peas, tangier peas, and *Lespedeza sericea*. The following crotalarias show some promise as forage plants: *Crotalaria intermedia*, *C. incana*, *C. maxillaris*, *C. anagyroides*, *C. lanceolata*, *C. usaramoensis*, *C. grantiana* and *C. spectabilis*.

Peanut experimental work shows that commercial fertilizers applied directly to this crop usually pay little or no profit, while close spacing of the crop

can usually be relied on to increase yields. Breeding by straight selection has increased the yield about twenty per cent, while breeding by hybridization, some of which is in its fifth generation, shows great promise.

Corn variety test work involving more than sixty varieties shows prolific corn to yield heavier than non-prolific types. Whatley and Kilgore Red Cob Prolific are the two most satisfactory white dent prolific types, while Tisdale seems to be the best white single-ear type and Wilson the best of the yellow dent type. A prolific yellow corn has not been found, Lowman Yellow and Wood's Early Yellow dent are the two most desirable early varieties.

Corn breeding work now involves 1,043 lines which have been selfed from one to five generations. Three hundred of these lines have been crossed with Whatley Prolific for a study of hybrid line behavior. Selective breeding shows some progress, and a system of back-crossing to build sweet strains of the more popular white dent varieties now used for shipping green corn is showing great promise for the early development of a high-yielding and otherwise desirable large-eared sweet corn.

Corn fertilizer experiments continue to show that in most cases some form of quick-acting nitrogen usually is profitable when applied as side-dressing at the rate of fifteen pounds of actual nitrogen per acre when corn is forty-five days old. There have been cases where nitrogen was effective only in the presence of phosphate and potash, notably on Tifton soils; on certain other soils no kind of fertilizer was effective. Oat fertilizer experiments continue to show that readily soluble quick-acting nitrogen applied as a top-dressing at the rate of fifteen pounds of actual nitrogen per acre in February or March usually is profitable. Nitrogen top-dressing applied to pasture grasses continues to show effective increases in yield and in most instances a tendency to make the protein content of grasses thus fertilized slightly higher than that of grasses not fertilized.

Austrian peas and hairy vetch experiments in northwest Florida continue to show that these crops can be used on the best grades of farm land in that section to supply late winter and spring grazing or as green manure crops to precede corn. Three hundred pounds of superphosphate per acre applied preceding planting of Austrian peas or hairy vetch usually greatly increases the yield of these crops. However, when a yield in green weight top-growth per acre of at least six thousand pounds is obtained without superphosphate, the corn yield following has been almost as great as the corn yield following the turning under of nearly twice this amount of vetch or Austrian peas which received three hundred pounds of superphosphate preceding the planting of the winter legume. On the average, corn yields following Austrian peas or vetch have been ten bushels per acre more than corn yields where no winter legume preceded corn.

Cotton experimental work has been placed under this department and transferred to the North Florida Experiment Station, where soil and climatic factors more nearly approximate those found in areas in the state where cotton is most largely grown. The experimental work in progress covers variety testing, fertilizer tests, distance, time of planting, and rotation studies.

Pasture grass studies at Gainesville involving five different kinds of permanent pastures continue to show very satisfactory results measured in live

weight gains of steers grazing each of the pastures from spring until fall with no feed to supplement the pasturage. Each of the following three and one-half-acre pastures has carried four steers each season from spring until fall with no additional feed: carpet, Bermuda, Bahia, centipede, and a mixed planting of carpet, Bahia and Bermuda. The centipede pasture has been the most satisfactory.

Pasture experimental work at the Penney-Gwinn Corporation tract in Clay County, started in 1930, involves a comparison of native and improved pastures, comparison of burned and unburned native pastures, comparison of burned and unburned native pastures for both nine and twelve months grazing, and a comparison of land preparation previous to seeding improved pasture plants. This work is progressing in a very satisfactory manner and as time goes on should yield results of wide interest to land owners and cattlemen.

Soybean variety test work shows Ootootan, Laredo, and Biloxi soybeans to be well suited for hay purposes on the better grades of farming land of the state. Seed yields have not been entirely satisfactory at Gainesville while some varieties show promising seed yields in the Everglades if proper conditions could be had for harvesting and curing.

Sugarcane variety tests, involving some forty hybrid canes, show nothing yet which would suggest a change from the Cayana 10 sugarcane for syrup and forage purposes in northwest Florida, in view of the fact that this cane yields as well as any yet tried and is resistant to mosaic and root-knot.

Composition and nitrification studies on crotalaria, in cooperation with the Chemistry Department, have been completed and published in "Soil Science," while studies of growth behavior and maintenance of organic foods in Bahia grass have been completed and the findings published as an Experiment Station bulletin. Further work is in progress on root growth of Bahia grass and its relation to certain cutting or grazing treatments and fertilizing practices.

With millions of acres of undeveloped land in Florida, the state should rightfully expect the Agronomy Department of its Experiment Station to point the way in the future development of this land for general farming in those areas adapted to general field crops, pasture and forage crops. If the agronomy research work is adequately supported, millions of dollars can be saved the taxpayers and those interested in the future agricultural development of the state.

The Department is short of funds for carrying on soil research work and pasture research work, particularly as it applies to the dairy industry, and general agronomic investigations throughout the state and particularly at the North Florida Experiment Station.

DEPARTMENT OF ANIMAL HUSBANDRY

Because of rapid progress made in cattle tick eradication by the State Livestock Sanitary Board, in cooperation with the United States Department of Agriculture, and with a means of eliminating "salt-sick" developed by this department in the past biennium, the avenue is opened for more profitable development of the livestock industry in Florida. More frequent requests are coming to the Experiment Station for solution of problems affecting the

industry. During the past biennium, the program of the Department of Animal Husbandry has been increased from nine to twelve active projects. On September 8, 1931, P. T. Dix Arnold succeeded C. R. Dawson, Assistant in Dairy Investigations, who resigned on July 13, 1931. W. W. Henley, Assistant Animal Husbandman, was appointed on March 1, 1932, to aid in swine and beef cattle investigations.

The Station dairy herd was favored with the gift of a richly-bred Jersey bull by Randleigh farm, W. R. Kenan, Jr., owner, Lockport, New York. A Brahman bull was donated to the Station by Pierce Estates, Pierce, Texas. This bull is being used with native cattle in herd improvement studies. A purebred Aberdeen Angus bull was donated to the North Florida Experiment Station by J. J. Love, of Quincy, Florida.

Seven cows past usefulness in the Station herd were used for ante- and post-mortem measurements under the project Relation of Confirmation and Anatomy of the Dairy Cow to Her Milk and Butterfat Production. This cooperative work with the Bureau of Dairy Industry, United States Department of Agriculture, is being continued as animals become available from the herd.

Studies on soybean silage for dairy cows, begun in 1929, are practically completed. It was found that 3.20 pounds of soybean silage were equivalent to one pound of No. 1 alfalfa hay. Observations on capacity of the silo and a greater substitution of roughages with soybean silage are being continued.

Perhaps the most important project from the economic standpoint deals with deficiencies in feeds used in cattle rations. The condition called "salt-sick", causing great economic loss to the cattle industry in parts of the state, was found to be a nutritional anemia. A practical method was found to correct and prevent this condition. Studies are under way to correlate the composition of the range soils and forages with the occurrence of this condition in cattle. The efficiency of several forms of supplement and the effect upon reproduction are under investigation. It is necessary to continue the study with a larger number of cattle under controlled conditions at the Experiment Station.

An investigation has been begun on a condition known as "stiffs," or "sweeney," in cattle on other types of ranges, in an effort to locate the cause and to work out corrective measures. These conditions are serious problems to the range cattle industry in many sections, and their solution will contribute to the agricultural income from this major industry.

Expansions on the campus and adjoining areas have created a decidedly crowded condition at the dairy barn, which was built in 1915 and adapted to the needs at that time. It is impossible to maintain adequate lots for herd sires and for rearing calves, because of this condition. Furthermore, the present pastures are one mile from the barn, and even though pasture grasses are the major source of home-grown feed, yet it is impractical to attempt research with dairy cows on pastures under these conditions. Suitable land is available for locating a new dairy barn, silos, and yards which would be adapted to present needs for investigational purposes.

At the present time no research work is being conducted by the Experiment Station on dairy by-products and meats. It is suggested that a combined

dairy by-products and meats laboratory, with suitable refrigeration facilities, accompany a new dairy unit to meet the demands of these industries in the state.

This department is cooperating with the Department of Agronomy of this Station and the United States Bureau of Plant Industry, as to whether certain species of crotalaria may be adapted for use as livestock feeds.

Research investigations with beef cattle have been continued during the past biennium, a small herd consisting of seven native cows and a purebred Hereford bull having been established. This herd is entirely inadequate for conducting experimental studies in herd improvement and management. It is essential that steers of known breeding be raised for use on pasture studies already under way. Our present herd can furnish but a very small number of these steers. Studies in land utilization in which beef cattle are used as a possible source of income should be conducted. Additional land is greatly needed for use in studies with beef cattle. A herd of native cattle numbering at least forty animals should be provided. A small herd of purebred beef animals should be owned by the Station for comparative studies. Twenty steers have been used yearly in studying the value of various pasture grasses in beef production.

The swine herd is being managed according to recognized principals of sanitation which tend toward the prevention of losses from internal parasites. Three projects are being conducted, which include: (1) grazing crops useful in fattening the spring pigs for the early fall market, (2) the fattening of the fall-farrowed pigs for the early spring market, (3) swine field studies that include both of the above-mentioned studies on different soil types over the state, along with herd management. Carcass studies should be made on hogs fattened on the various field crops, but lack of laboratory equipment at this time makes it impossible to make these determinations.

Within the past biennium the Bureau of Animal Industry, United States Department of Agriculture, has loaned to this institution a herd of 19 purebred Devon cattle, placing these cattle at the Everglades Experiment Station, Belle Glade, Florida. The offspring from this herd becomes the property of the Station. Information concerning this herd of cattle will be found in the report of that Station.

Work on anaplasmosis in cattle has been actively pursued and search for natural carriers of the causative organism is being made among insects attacking cattle. This work is conducted at the field laboratory in Palm Beach County.

Quite extensive studies have been made on fowl paralysis. This disease has not been produced experimentally by feeding various body tissues and fluids from affected birds to susceptible birds. Post-mortem examinations are being made on paralyzed birds. Since coccidiosis and paralysis are found closely associated, the length of life of the coccidia cocyst is being studied in Florida soils. This information will be useful in working out control measures for coccidiosis.

Comparison of various poultry vermifuges for their efficacy and effect on egg production are being made. The results obtained indicate that poultrymen are spending money uselessly by practicing the present methods of using worm medicines.

The effect of crotalaria seed eaten by chickens and quail is being studied, but these studies are as yet incomplete.

The poultry disease work needs to be expanded, since the cause, treatment and control of many poultry diseases are unknown.

A diagnostic laboratory has been maintained by this department, making it possible for poultrymen to send specimens from their flocks to the laboratory for diagnosis.

No research work in poultry husbandry is being conducted at the main station at this time. However, the poultry industry is of great importance to this state, and facilities should be provided for research work in the feeding and management of poultry flocks under Florida conditions.

Since the livestock interests are undergoing an expansion at this time, it is important that more complete studies be made regarding parasites of livestock. A parasitologist should be added to the force of workers in this department as soon as possible.

At the present time there is no work being conducted in sheep investigations. It is believed that many sections of Florida are adapted to sheep raising, but there are many problems on which research work should be pursued before this industry can expand to any great extent.

DEPARTMENT OF CHEMISTRY AND SOILS

The work of the Department of Chemistry and Soils during the past biennium has followed the same general lines as during the previous years. Some phases of the work had to be discontinued or curtailed because of the fact that the operating budget was cut to a figure below that of five years ago.

PLANT NUTRITION

During the past two years citrus trees receiving inorganic nitrogen and steamed bone meal as a source of phosphoric acid have borne larger and better-quality crops than the trees receiving inorganic nitrogen and phosphoric acid from superphosphate. At present it cannot be stated whether this difference is due to the organic nitrogen carried by the steamed bone meal, the organic matter supplied by it, or the form of the phosphoric acid. Samples of soils from all plots are being analyzed in an attempt to find answers to these questions. It is still felt that the grower is safe in depending largely on the inorganic sources of nitrogen, especially if he is growing good cover crops in his grove or is mulching his trees heavily.

In the high and low potash experiment, the trees receiving 3 per cent potash three times a year continue to bear more fruit than the trees receiving 10 per cent potash three times a year. The appearance of the trees also is much better with the lower percentage of potash. This was especially noticeable during the drought of the past year. Cold storage tests to determine the keeping quality of fruit from these plots have not as yet been completed.

The source-of-potash tests at Vero Beach were discontinued. Yield records from this grove indicate that for pineapple oranges any of the three sources of potash, muriate, high or low grade sulfate, can be used successfully. In the case of Valencia oranges and Marsh Seedless grapefruit, the highest yields were obtained with high-grade sulfate of potash. Marsh Seedless grapefruit

when fertilized with a combination of muriate and high-grade sulfate yielded almost as much as when high-grade sulfate alone was used.

At Lake Alfred one year's yield-figures showed the highest yield of tangerines, oranges, and grapefruit on the sulfates of potash and magnesium plot. In no cases have any differences in chemical analyses due to the source of potash been detected.

The experiments with citrus on muck soils clearly demonstrate the fact that even on such potentially rich soils nitrogen applications were necessary for satisfactory growth. The trees receiving only phosphoric acid and/or potash were much smaller than those receiving a complete fertilizer. As the need for nitrogen was amply demonstrated, the fertilizer plans were changed to a study of the amounts of nitrogen needed and the source of nitrogen.

The Satsuma fertilizer experiment has shown no outstanding differentials due to different fertilizers. A duplication of the experiment at Marianna was started at Penney Farms. This was made possible by the cooperator paying for all fertilizer and labor in connection with the experiment.

The experiments in using some of the newer concentrated forms of nitrogen were continued in part. As yet no harmful results from the use of these materials have been noted. Through the cooperation of several county agents, fertilizer manufacturers, and growers, four new experiments with these compounds on citrus were started.

Because of curtailment of funds, no active cooperation with the United States Department of Agriculture was undertaken in the truck crop fertilizer experiments.

Fertilizer experiments with pecans have been curtailed somewhat. To date, results indicate fertilizer variations do not influence the chemical composition of the nut, the size of the nut, or the percentage of kernel, but do increase the yield. No one formula or source of plant food has been found superior, but complete fertilizers have given greater increases in yield than single elements.

The study of dieback of citrus continues to indicate a close relationship between nitrogen metabolism and this disease. Up to the present we have not been able to determine whether this relationship is the cause of the disease or a result.

The tobacco experiments carried at the North Florida Experiment Station at Quincy have been temporarily suspended on account of the lack of funds.

The work on the iodine content of fruits and vegetables had to be discontinued, as no provision for a continuance of the work was made by the last Legislature. The analyses made indicate that our crops contain about as much iodine as those grown in adjacent states, and that the iodine content can be increased by applying an iodine salt to the soil. The mineral analyses of truck crops have shown that the amount of fertilizer or source of fertilizer have only slight influence on the amount of minerals in the ash of the plants. The amount of copper and manganese in the ash can be increased through the use of these salts as fertilizers.

SOIL STUDIES

The major problem in soil studies continues to be a study of ways and means of increasing the organic matter content of our sandy soils. Seven years' results from the cover crop experiments at the Citrus Station have shown that,

despite the yearly incorporation of green manure crops, the organic matter content was lower at the end of seven years than at the start of the experiment. A study is now under way to determine the effectiveness of a permanent mulch in maintaining the organic matter content of this type of soil. Experiments conducted in small soil tanks have shown that the mulching, as compared to incorporation of the vegetable matter with the soil, has extended the period of decomposition of the cover crops. Studies on rate of decomposition of various cover crops when incorporated with the soil have shown that the leguminous cover crops decomposed faster than non-leguminous.

The work on the pasture and forest soils in cooperation with the State Forestry Department and the Departments of Agronomy and Animal Industry was confined to taking samples of soil from fixed points in burned and unburned, grazed and ungrazed tracts. Soil samples from the same spots will be taken at later dates to determine any changes that have taken place.

A new project in cooperation with the United States Forestry Service was begun. The object of this project is to determine the effect of annual burning of cut-over and forest lands on the development of organic horizons or layers in the soil. To date some 500 samples of soil from burned and unburned areas have been received. The chemical work in connection with these samples involved over 5,000 separate analyses. A preliminary report on the samples taken to date is in preparation and will be issued as a joint publication with the Forest Service some time during the year.

Work on the following problems should be undertaken as soon as funds are available:

1. Maturity studies on citrus. A study should be made of the effect of various chemicals on the hastening or delaying of maturity to prolong the marketing season.

2. Iodine and mineral content of food plants. A more comprehensive and intensive study than has been possible with funds available is needed.

3. A study on the correlation of soil types and composition with growth and quality of crops.

4. Utilization of agricultural waste products. With a proper utilization of our agricultural wastes, higher returns would be realized by our growers.

5. Bacteriological studies in connection with soil problems. The ultimate solution of soil problems requires a study of the bacteriological phases as well as studies of chemical and physical properties.

6. Fertilizer problems. Enough funds are needed to at least enable the department to properly cooperate with the Federal government in a study of many phases of truck and citrus fertilization.

As stated in previous reports, numerous requests are received during the year for analyses of one sort or another. Many of these should be made by the Station, as the results would be of general interest. However, at present, with all funds assigned to definite projects, these analyses cannot be made.

DEPARTMENT OF ENTOMOLOGY

In addition to the usual routine work of the department, several lines of entomological research have received special attention, the most important

of which are those having to do with aphids, purple scale, thrips, insects of ornamentals, the bean jassid, mole-crickets and pecan insects. Certain pests other than insects have also been investigated, among which are rodents and the nematode causing root-knot. Considerable attention has been given to the control of certain insects by means of other insects that prey upon them.

APHIDS

The control of aphids has been one of the major problems of the department for the biennium. Particular attention has been given to the green citrus aphid, *Aphis spiraecola*, but other aphids have also been studied. Efforts have resulted in obtaining cheaper aphicides than have hitherto been available. The control of aphids heretofore has been much hindered by the excessive cost of material. It was found that by the use of power dusters with hoppers so constructed that the lime and nicotine can be mixed in the hoppers, as good a kill was obtained with a two per cent nicotine sulfate lime-dust as with a three per cent dust made in a home-mixer or purchased. This appears to be due to two causes, the loss of nicotine in transferring the dust from the container to the hopper, and the fact that the dust in the self-mixing machine gets hot and consequently gives off nicotine rapidly. By the use of free nicotine instead of nicotine sulfate, a one and one-half per cent dust has been found effective.

Work during the spring of 1931 showed that during normal seasons a winter clean-up of aphids on trees would ordinarily be all that is necessary to secure control, but the season of 1932 was abnormal. The spring flush of growth was very late in appearing on the trees, and the aphids were injurious as late as May, two months later than normal.

A study of predators was continued, chiefly of ladybeetles and syrphus fly larvae. The large Chinese ladybeetle *Leis*, which was liberated in many groves during 1925-26, has been found in two groves. In one of these it was very abundant in the spring and seems to have been able to give practical control of aphids.

The work on aphids of truck crops has centered largely about the use of better spreaders, thereby lessening the amount of nicotine sulfate necessary. This has made available to our farmers a much cheaper spray material than was formerly used. A study of the melon aphid on watermelons has been continued. The life-history has been worked out, and the host plants have been closely studied. A survey of the aphids of Florida has been made.

OTHER CITRUS INSECTS

Work on other citrus insects has included the control of purple scale by lime-sulfur. It has been found that, by applying the spray when the greatest number of crawlers were out, the purple scale could be held in check by three or four applications of lime-sulfur in the course of a year. This work has shown the practicability of combining the control of rust mites with a certain amount of control of purple scale.

Other citrus insects studied were mealybugs. In 1931 thousands of *Cryptolaemus* ladybeetles were liberated, but during 1932 this work was taken up by a commercial concern and the Experiment Station did not raise them for distribution.

Dry-wood termites were found to be quite prevalent in Polk County. It was found that they could be readily controlled by silicofluorides.

Grasshoppers were injurious in some groves. Because of the law against applying arsenic in bearing citrus groves it was necessary to find a substitute for Paris green in the bran mash. Sodium fluoride and a commercial product containing 98 per cent silicofluoride were found cheap and efficient.

The bulletin on citrus insects, with the collaboration of Dr. E. W. Berger of the State Plant Board, was revised.

ROOT-KNOT

The relation of *Crotalaria* to root-knot was investigated and although in two instances *Crotalaria striata* was found infested, this species and most others seem to be as resistant as any cover crops. Seventeen varieties were tested, only two of them being found to be actually infested. A very thorough clean-up of root-knot of cucumbers was obtained by planting the field to *Crotalaria spectabilis* after the marketing season for cucumbers. No root-knot was observed in 1932.

The use of sodium cyanide and ammonium sulfate is still the quickest and most thorough way of eradicating root-knot from the soil. As these materials have high fertilizer value, it would still seem to be the best method of treating seedbeds and small garden areas for root-knot alone.

It was found that a solution of formalin gives very good control of root-knot, and where one wishes to control both root-knot and fungus diseases this is the best material to use.

A thorough survey was made of most of the plants likely to grow in a watermelon field with the idea of determining resistance and susceptibility to root-knot in mind. Further intensive search should be made to find resistant strains of all susceptible crops.

THRIPS

The Florida flower thrips was not very abundant during either year, but it was found to be not as closely confined to blossoms as was formerly thought. In some sections it was quite injurious to foliage of many plants, especially beans.

During the winter of 1931-32 the gladiolus thrips was found for the first time in Florida. In some sections the damage was severe, resulting in almost an entire loss of blossoms. It is desirable that a study of the life-history of this insect under Florida conditions should be undertaken.

A general survey of all the Thysanoptera of Florida has been carried on during the biennium.

INSECTS OF ORNAMENTALS

Insects of commercial ornamentals have been studied, most attention being given to those attacking *Asparagus plumosus*. The two-spotted mite has been closely studied; the life-history has been worked out and host plants listed. Two very economical methods of control have been developed: sprinkling twice a week; and, for ferneries not provided with a sprinkling system, two applications of a white oil emulsion a week apart. A bulletin has been published on this mite.

A severe infestation of cicadas on the roots of asparagus plants in certain ferneries was investigated. It was found that washing the dirt from the roots with water under pressure is a very efficient and cheap method of control.

A study of the caterpillars attacking *Asparagus plumosus* is now under way. The chief insect enemy has proven to be the fall army worm. A study has been made of the parasites and control measures for this army worm. The work of this investigation has been hindered by insufficient funds.

RODENTS

Mice have caused much damage in watermelon fields, where they eat the seeds before they have time to germinate, frequently destroying as much as one-fourth of the stand. It has been found that a bait made of commercial scratch feed treated with alkaloid strychnine is the most efficient. Food habits of these mice were investigated, and Kaffir corn proved to be the most acceptable food. The food habits and life-history of these mice should be the subject of further studies, and these studies should be extended to other regions where other species of mice are troublesome.

BEAN JASSID

It was found that the pyrethrum compounds were really the only thoroughly effective sprays against bean Jassids, though Bordeaux helped greatly and a burned strip around the field delayed infestation. The pyrethrum compounds were also found to be necessary in the control of the panerae, which gave much trouble to the strawberry growers during the spring of 1932.

MOLE-CRICKETS

Mole-crickets are becoming extremely serious in many sections, especially in the Sanford region. Substitution of commercial egg mash for bran in the ordinary grasshopper bait was found to be most satisfactory.

DECIDUOUS FRUIT AND NUT INSECTS

On the insects of deciduous fruits and pecans, two projects gave especially valuable results. The shuck-worm, hitherto considered to be of minor importance, was found to be responsible for a heavy dropping of pecans, often 25 per cent or more of the crop. It was found that gathering the nuts on sheets and burning the shucks or plowing the shucks under after the larvae had pupated were excellent means of control and greatly lessened the number of shuck-worms in orchards where these methods were pursued, even when surrounded by other orchards where no control measures were followed.

It was found that spraying with arsenicals for the nut case-bearer, as has been commonly recommended, was useless, since, when eating its way into the nut, the caterpillar rejects the first few mouthfuls of materials and does not get enough of the poison to kill it. A winter wash has been found which has given very thorough control of this insect.

The entomologist in charge has also given some attention to the blueberry worm. It was found that these worms pupated in dead leaves at the base of the plant and that raking up and burning these leaves during the winter is a cheap and effective method of control.

It has been found that the habits of pecan insects vary much in different sections of the state; therefore, it is desirable to have the funds available for travel on this project greatly increased.

Some insects have been observed attacking tung oil fruits and trees. The habits of some of these are such that, should they become abundant, the damage would be serious.

The importance of truck crops to Florida would seem to warrant the employment of an entomologist to spend his entire time on the insects of truck produce in addition to the work on watermelons, aphids, and the bean jassid now in progress.

DEPARTMENT OF HOME ECONOMICS

The work of the department during the biennium has progressed along specified lines. Two major projects have been completed.

The study of the organisms causing spoilage of canned corn in the South has resulted in identifying the causal agents that apparently are responsible for most of this difficulty. More than a hundred different kinds of organisms were isolated from spoiled corn, and of these the non-gas formers have been studied particularly. *Aspergillus thermophile* and a strain of *Bacillus graveolins* were the organisms most frequently present in corn spoilage of the flat sour type. When these were inoculated into sterile corn they produced most of the characteristics typical of "flat sour." Thorough sterilization of the product will overcome the trouble. It is not commonly recognized that canned corn is a difficult material to heat through thoroughly, but if it is not sterilized spoilage will follow.

The study of whether chlorophyll, chlorophyll alpha and beta, and the petroleum ether extracts of the yellow pigments of alfalfa can be used in animal nutrition as a source of vitamin A has also been finished. It has been shown that carotin is the only pigment among those studied that can be used as a source of vitamin A. When carotin was fed, at a level of from .03 to .05 mg. per rat per day, growth was promoted and xerophthalmia prevented.

In the study of the relation of growth to phosphorus, calcium and lipin metabolism the results thus far secured indicate that sexual maturity was reached in thymectomized animals before it was in the controls and that the serum phosphorus was raised following the injection of an acid extract of thymus.

The effect of an improved diet on worm burden and the clinical symptoms of children inflicted with American hookworm (*Necator Americanus*) and the large round worm (*Ascaris lumbricoides*) was studied. It was found that there was a hundred per cent reduction in ascaris and that there was also a trend toward reduction in the number of hookworms. After the children had been on improved diet for seven months, it was noted that many symptoms associated with hookworm infection were decreased materially, the most marked change being the increased activity of the subjects. This study indicates that many of the defects associated with hookworm infection may be due in part to poor nutrition.

The study of the pectic constituents of citrus fruits has been completed. It was found that the pectin obtained from grapefruit and lemon was some-

what superior to that from orange and kumquat. As a rule, the juices were comparatively low in pectic acid (less than 0.1 per cent), although an exception occurred in the case of mature kumquats, the juice of which frequently set to a jelly on standing over-night in an ice box. The effect of maturity on the pectin and moisture content of the tissues of certain citrus fruits is being studied. The portion of this project dealing with glucosides has been carried forward during the last year. Naringin and hesperidin have been prepared and purified. Their properties and chemical relations are now being investigated. In cooperation with the Department of Horticulture and the Bureau of Plant Industry, United States Department of Agriculture, studies on frozen orange juices were made. The results of this work are given in *Bulletin 243* of the Florida Agricultural Experiment Station.

DEPARTMENT OF HORTICULTURE

The work in the Department of Horticulture has expanded considerably during the past biennium. Four graduate students carried on their research work in the department, completing their studies for the Master's degree in June of 1932. The work of collating the available information on the various horticultural crops has been pushed, and four bulletins have been added to the series of general bulletins previously started by the department.

COLD STORAGE EXPERIMENTAL WORK

The cold storage experimental plant started during the previous biennium was completed and put into operation near the end of 1930. A considerable amount of research work has already been done on the cold storing of citrus and avocados and the preservation of fruit and vegetable products by freezing.

A graduate student, W. M. Fifield, completed his thesis work on the effect of wrappers on the storage of oranges and showed the great value of moisture retentive wrappers such as cellophane and aluminum foil in preserving the appearance of the fruit. The results of this were reported at the April, 1932, meeting of the Florida Horticultural Society and subsequently prepared in mimeographed form. An internal breakdown and drying out of grapefruit and oranges was found to be due to pressure brought about by tight packs, particularly the bulge pack. Extended studies are being carried out on the effect of storage at different temperatures on the composition of the fruit and the occurrence of pitting. The results of this work have not been fully analyzed as yet and will be reported later. Valencia oranges have been kept successfully for five months at 37° and 42° C., when wrapped with cellophane or aluminum foil. Pitting of grapefruit, which is the chief bar to the successful storage of this fruit, is being studied intensively.

The keeping qualities of canned grapefruit were greatly improved by cold storage at temperatures from 32° to 42° C. The refrigerated product kept its color much better than the unrefrigerated product and had a better taste. There was also less corrosion of the cans and a better retention of the original flavor.

STUDIES ON FROZEN PRODUCTS

Working in cooperation with the Bureau of Plant Industry, United States Department of Agriculture, and Dr. L. W. Gaddum of the Department of Home

Economics of the Experiment Station, it was found that the bitter taste developing in stored citrus juices was largely due to the presence of characteristic glucosides. The experiments showed that glucosides were most plentiful in the inner peel, veins, and segment walls and that methods of extraction that macerated these tissues to the least extent gave a juice that developed less of this bitter taste. With increasing maturity the glucoside was found to decrease in amount, so that fruits that were well matured developed less of the bitter taste. It was also found that the presence of citrus peel oil lightened the color of the juice materially. This work has been compiled in bulletin form. Experiments showed the feasibility of keeping orange juice for several days in cold storage without freezing, when the juice had been properly extracted and the air removed from it.

Experiments other than those on the freezing of citrus juices showed the great potential value of the Youngberry for frozen storage, this fruit, when frozen in syrup, being of unusually fine quality. The Missionary strawberry was found to be well adapted to frozen storage in syrup, keeping its color and texture unusually well. Okra kept exceedingly well when frozen under vacuum or when blanched before freezing to prevent discoloration. Figs, sand pears, and Cattley guavas all kept well when frozen. Work on refrigeration has been greatly handicapped by the difficulty of getting the work properly financed. The operation of the plant has been made possible only by the support of the Florida Citrus Exchange.

TEST GROUNDS

Experimental work with tung-oil has been expanded to meet the increasing needs of this new industry. Extensive studies of variation in seedling trees have shown that there is a wide variation among seedling trees in yield, fruit size, and oil content. This has re-emphasized the feasibility of increasing yield and oil production by rigid selection of parent trees or by vegetative propagation methods, such as budding. Experimental plantings, including those on the grounds of the Experiment Station and cooperative plantings, make up over 50 acres divided into 58 plots for the study of fertilizers, cover-crops, mulching, selected seedlings, hybrids and budded stock.

Comprehensive studies on the effect of cold storage on bulbs prior to field planting have been initiated, and the results of these experiments should be of great value to the growers endeavoring to produce winter bloom for northern markets. New varieties of persimmons, berries, and ornamentals have been successfully introduced and a number of these disseminated. In addition to the bulletins previously mentioned, ten articles have been published dealing with fruits, ornamentals, and tung oil.

PECAN RESEARCH

The fertilizer tests have been continued with pecans and have now progressed far enough to show the definite value of fertilizing pecans. Following the severe drought of 1931 and the warm winter that followed, pecan trees of almost all varieties were late and very irregular in forcing into growth. The Curtis, Randall, Kennedy, and Moore varieties, while late, were not as irregular in starting growth as the remaining varieties. Studies on the absorption of

nitrogen by pecan trees have been carried on, but great difficulty has been experienced in getting the plants to grow in water cultures. The work is now being carried on with sand cultures and will be continued.

The cold storage of pecans was taken up in connection with the variety work and the results to date indicate that 32°, 37°, and 42° C. are satisfactory storage temperatures if the nuts are placed in storage before they start to become rancid. Five articles were published on the culture of pecans, covering reports on cover crop and fertilizer experiments.

AVOCADO STUDIES

A detailed study was made of the changes taking place in the composition of Florida avocados from setting of the fruit to maturity. Twelve of the principal varieties were used and fruits of these obtained from three different avocado growing areas of the state. It was found that the specific gravity of the whole fruit and of the edible pulp and the percentage of moisture, sugar, and skin decreased with the increasing maturity of the fruit. The percentage of oil and fat, protein, edible pulp and seed increased with increasing maturity, as did the total weight of the fruit. The correlation between specific gravity of the whole fruit and maturity may, in all probability, prove to be an easy and satisfactory test for maturity. The results of this work were reported in part at the 1931 meeting of the Florida State Horticultural Society.

In addition to the above, analyses have been made of comparatively mature fruits of all the Florida varieties that could be obtained so as to furnish to growers information of value in laying out plantings. This material is being compiled for publication. The results of these two lines of investigation comprise the first comprehensive survey of the composition of Florida avocados and should be of much value to the growers.

TRUCK CROPS

Experiments with potatoes showed that the time of stolon formation, about the 4th, 5th and 6th weeks after planting, is a critical period, so far as the moisture requirement and injury by cold weather are concerned. Too much or too little soil moisture or the freezing of the tops during that period resulted in low yields of marketable tubers. In the Hastings area, planting potato seed pieces deeper than two inches from the top of the ridge, resulted in decreased yields for two successive years, although the weather conditions during these two seasons represented two opposite extremes of moisture and temperature.

Investigations at the markets and at shipping points showed that the demand for and the price paid for Florida vegetables was commonly lower than for competing areas. This was found to be due in large measure to damaged and poor-appearing produce resulting from inferior methods of field grading and packing, the bulge pack, the use of fragile and ill-adapted containers, and the careless bracing and stowing of the load in the car. Losses to the growers of Florida from discounted prices, damage claims, and poor reputation caused by poor grading and packing were found to aggregate millions of dollars yearly. Poor quality and low yields in truck crops have been found to be due, in large measure, to the lack of adaptation of the present varieties to Florida conditions. Most of the vegetable varieties are bred for use in northern climates and do not respond well to the short day-length and the high and fluctuating tempera-

tures common during the Florida growing season. Some work has been started on a breeding program to obtain better adapted varieties for Florida.

DEPARTMENT OF PLANT PATHOLOGY

During the biennium, six plant disease projects have been completed, and in most cases the results have been published. The final measure of the completed work in the department is to be found in the publications of the Station. Although the investigations of several other projects have not been completed, definite information has been obtained on certain phases of the problems, and the economic phases have been published for the benefit of the grower. Certain valuable information has been obtained on other projects but has not been published. The significant results which have extended our knowledge in a number of the plant disease problems are included in this report.

It has been found that stem-end decay of citrus fruits in transit and in storage results from infection of the buttons while the fruits are quite small and also from infection of the cut ends of the stems after the fruits have been picked. So far, mechanical removal of the buttons is the only treatment found to prevent decay of fruits infected while immature. On the other hand, decay resulting from infection through the cut stems can be largely prevented by the use of fungicides in the wash water, by allowing the cut stems to dry before packing, and by prompt refrigeration. Details for application of these findings in commercial practice have not been worked out.

Careful studies of the disease of citrus known as "scab" have revealed that the time of infection and importance of the disease are determined by the amount and distribution of rainfall. This is due to the fact that the production of spores of the fungus and the time the fruits are set on the trees are both dependent upon favorable rainfall. Although citrus fruits are susceptible to scab infection during a relatively short period of their early development, the period during which the fruits are set and the rate of their development subsequently may be delayed or prolonged over a period of several weeks, and the young fruits become infected whenever conditions are favorable for the production of fungus spores. This explains why spraying for control of the disease according to calendar date has been unsuccessful.

Experiments in progress for the control of brown rot of potatoes have shown that the severity of the disease can be materially reduced by increasing the soil acidity through the use of sulfur. It was also found that various types of soils react differently to sulfur, only comparatively small amounts being necessary to reduce the yield of potatoes on certain soil types. Consequently, further work is necessary to determine the optimum amount of sulfur to use on different soil types for controlling brown rot.

Encouraging progress has been made in the control of watermelon wilt through selecting and propagating individual plants of commercial varieties which survived on wilt-infested soil, and by crossing such individuals. The work has been in progress only three years, but already several strains of melons have been developed which possess a high resistance to wilt, in combination with desirable qualities of fruit. After another year's tests, it is expected to have one or more strains ready for commercial trial.

Investigations of the so-called "rust" of plumosus ferns (*Asparagus plumosus*) have shown that fungous parasites are not directly responsible for the trouble. Unfavorable soil and cultural practices result in weak plants which are then attacked by fungi that are unable to attack vigorous plants. Experiments are under way to determine some of the predisposing factors.

Field tests with many commercial varieties of tomatoes indicate that most of them are highly susceptible to Fusarium wilt. Considerable progress has been made during the biennium in developing resistant strains by selecting and propagating individual plants which survived in wilt-infested soil.

During the last three years shippers of tomatoes from the lower east coast have reported heavy losses in transit from a fungous decay of the fruit. Experiments initiated during the past season have shown that at least two-thirds of the decay can be prevented by spraying the plants in the fields. The loss can be reduced still further through the use of disinfectant washes before the fruit is packed.

Investigations of a wilt or crown rot of strawberries have shown that the disease is caused by the same fungus (*Colletotrichum fragariae*) that causes anthracnose of the runners.

Outstanding results have been obtained on the cause and control of several diseases of certain crops on muck soils; these are included in the report of the Everglades Experiment Station. Likewise, results obtained in the control of tobacco diseases are included in the report of the North Florida Experiment Station.

NEW WORK

As work on old projects has been completed, new projects have been outlined to take their places, in so far as funds were available. Work on several projects was discontinued temporarily because of curtailment of funds. The projects begun during the biennium are concerned with the Phoma spot or shoulder rot of tomatoes, Fusarium wilt of tomatoes, bottom rot of cabbage heads, decays of citrus fruits in storage, wilt or crown rot of strawberries, and grape diseases.

The grape disease investigations were made possible through special funds appropriated to the State Plant Board by the 1931 Legislature. Work was begun on the project in September, 1931, with headquarters at the Watermelon and Ornamental Field Laboratory at Leesburg.

NEEDED ADDITIONAL WORK

In addition to the projects now under investigation, there are several other important plant disease problems in the state, each of which affect several of the major crop plants in many localities. Chief among these problems are virus diseases, southern wilt, rhizoctonosis, and root-knot. These diseases are quite prevalent and cause heavy annual losses in the state as a whole. Besides causing losses to commercial crops, they often interfere seriously with experimental work in many fields of investigation. Although certain facts concerning them have been known for years, much more information must be obtained before adequate control can be effected. Because of the wide range of crops affected under various soil conditions and cultural practices, it is apparent that these problems require for their solution research in several of the fundamental sciences.

With the expansion in the culture of several subtropical fruits, there has come a more urgent demand for information on the control of diseases affecting these crops. Experiences of growers and research workers have shown that plant disease is a limiting factor in the successful culture of most all crops over a period of years in the state.

Although many fungi which attack various insects are known to occur in the state, comparatively little is known concerning methods of their propagation and of their relative importance in the control of insect pests. This field deserves investigation.

CITRUS EXPERIMENT STATION

During the biennium the work of the Citrus Station has been continued in a very satisfactory way. Studies involving sources of nitrogen and phosphoric acid for citrus, as well as potash studies, have given interesting results. These are reported on in the section of this report devoted to the Department of Chemistry and Soils, Main Station.

The comparative study of several cover crops in their effect upon the tree growth and fruit production of Pineapple oranges has now been under way for six years. Each plot has been sown to the same cover crop annually since the grove was planted. *Crotalaria striata* velvet beans, cowpeas, beggarweed, and natal grass were used as cover crops on certain areas, and the performance of the trees was compared with that of trees grown on clean cultivated areas. The highest average yields of cover crops were obtained on the *Crotalaria striata* plots and the second highest from the natal grass. The crotalaria yielded (air-dry weight) 4,969 pounds and the natal grass 3,403 pounds per acre. The lowest average yields were obtained from the velvet beans, with cowpeas yielding next highest. There was very little difference in the growth of the tree trunks, as measured by the cross-section area, on the differently treated plots until after 1928. Beginning in 1929 there was a much more rapid growth of the trees upon the plots growing *Crotalaria striata* and growing natal grass than on the plots which were clean cultivated. In 1931 there was a difference of 5.56 sq. in. in the average cross-section area of the tree trunks on the plots growing *Crotalaria striata* and those receiving clean cultivation. There was a decided correlation between the amount of organic matter incorporated in the soil and the growth of the tree trunks. Likewise, the highest yields of fruit were obtained from those plots growing *Crotalaria striata* and natal grass. The plots receiving clean cultivation yielded 117.2 boxes less per acre than natal grass plots yielded; and 129.5 boxes less than the plots which grew crotalaria. The growing of cover crops did not seem to increase either the nitrogen or the decomposed organic matter in the soil, but did tend to maintain both. On the other hand, clean culture (no cover crop) materially reduced both the decomposed organic matter and the nitrogen contents of the soil. Additional experiments with cover crops, involving grapefruit plantings, have been inaugurated during the past year.

Experiments in pruning and spraying for control of melanose and citrus scab show good progress. The entomological work has included experiments in the control of ants, mealybugs, and citrus aphids and, more recently, dry-wood termites in citrus trees.

The experiment with concentrated fertilizer materials, in cooperation with the United States Department of Agriculture, is being carried on as in former years. Because of the lack of land this experiment is being carried out on leased property.

The experiment involving four different methods of cultivation, ranging from none at all to highly intensive cultivation, continues to show striking differences which are highly instructive to citrus growers.

Testing of new or promising root-stocks is being continued but progress is severely handicapped by lack of land for nurseries and grove plantings. Forty-six hundred seedlings, involving eleven different root-stocks, are already under observation for adaptability to soil conditions and quality of fruit produced.

The development of an acid citrus fruit adapted to Florida conditions—one that can replace imported limes and lemons—is much to be desired. A start has been made in testing various possibilities. The Station now has 10 varieties of lemons and 8 varieties of limes, as well as several crosses, but substantial progress on this problem is impossible without additional land and personnel.

The existing equipment and buildings at this station are in very good condition. During the biennium a small packing house has been built and equipped with a suitable sizer for sizing and grading fruit from the various experimental plots.

The outstanding need of the Citrus Station is more land. The station has but 92½ acres, of which about 20 are in swamp. Every available foot of citrus land has long since been planted. Most blocks of trees are involved in several experiments, a risky procedure from the standpoint of correctly interpreting experimental results. No new or additional experiments requiring grove plantings can be inaugurated until additional land is available. An addition to the laboratory building, to provide more laboratory and office rooms, is also needed.

EVERGLADES EXPERIMENT STATION

Satisfactory progress has been made during the past biennium in the general advancement of the investigational work in the Everglades area. This work was just getting well under way at the time of the last report, although more than a year had elapsed since the hurricane of September 16, 1928, which caused property damage to Station buildings and equipment estimated at over \$60,000 and brought all experimental work to a sudden end.

In respect to the reorganization of the staff and the development of the work in the various departments, the general program has involved not only the filling of the original positions in agronomy and plant pathology, but also the opening up of new lines of work in entomology, biochemistry, plant physiology (cane breeding), animal husbandry and water control investigations. At least three of these lines of work have developed to include formal cooperation with the United States Department of Agriculture. A considerable number of new projects have been developed in the various fields of investigation, and certain of the older ones have been revised to fit the changing needs of the work.

While, with present rigid economy, budget provisions for the existing lines of work have proven reasonably adequate, two of the newer and highly important lines of investigation initiated during the past two years, livestock and water

control investigations, should receive financial support during the coming biennium. Horticultural studies in the Everglades area would undoubtedly yield results contributing much to the future successful development of that region and should be provided for at the earliest possible date.

While additional appropriations could be used to great advantage in practically every line of work, it is believed that, with continued economy, the existing provisions of the present budget will maintain the various fields of investigation in a satisfactory manner. However, the three lines of work mentioned, for which practically no financial provision has been made heretofore, are deserving of the most serious thought in considering appropriations for the coming biennium.

BUILDINGS AND PERMANENT IMPROVEMENTS

During the course of the biennium the first wing of the new laboratory building was completed and furnished according to the needs of various lines of work. The building and its arrangements have been referred to in the Annual Report of the Station for 1930-31. Three new cottages begun during the previous biennium were completed in the summer of 1930.

Other items of improvement or construction include: one insectory 12'x16'; one slat house 60'x80'; a 10-ton truck scale; and remodeling of dairy barn to provide it with a cement floor, mangers, feedrooms, water service, stanchions, electric lights, and box stalls, for use in connection with newly organized livestock investigations. One of the most important improvements was the building of a high tension line by the Florida Power and Light Company from Belle Glade to the grounds of the Experiment Station. This service, made available during November, 1930, furnishes unlimited current for both power and light.

NEW EQUIPMENT

While the budget of the past biennium has not permitted extensive additions to the mechanical equipment, it has been found necessary to add certain items. These include: a 22-inch Bolens lawn mower; a Caterpillar "10" tractor; a two-way Oliver plow, No. 120, and a middle buster for Oliver No. 41; a truck of 1½ tons capacity with dual wheels and 157-inch wheelbase; a 1½ h.p. Bolens tractor with plows; a 3 h.p. Bolens tractor with cutterbar and plows; a 1931 Panel truck; a 24" turbine type Couch pump with a 30 h.p., 3-phase, 4-speed Westinghouse motor fitted for direct drive.

CHANGES IN PERSONNEL

The following changes have occurred in the staff during the biennium. R. W. Kidder reported as Farm Foreman August 15, 1930, following the resignation of G. E. Tedder. M. R. Bedsole reported as Assistant Chemist, September 16, 1930, following the resignation of E. R. Purvis. Dr. A. Daane reported as Associate Agronomist on November 13, 1930, succeeding J. H. Hunter, Assistant Agronomist, who resigned October 1, 1928.

INVESTIGATIONAL WORK

Excellent progress has been made in the solution of some of the outstanding problems confronting Everglades farmers for many years. The technical staff and laboratory facilities at the Everglades Station have been developed to a

point where the study of almost any pertinent problem can be undertaken quickly if time and funds necessary for the purpose are available.

SOILS

Because of the immediate demand that developed for a wide variety of soil fertility studies as soon as the productivity of the sawgrass soil was definitely established through the use of copper, it has been difficult to continue the highly technical work upon the possible function of this and other elements as soil amendments. A certain amount of work has been done upon the important results obtained through its use in combination with zinc and manganese under certain conditions and upon the residual values of such treatments, as well as the effect of the application of excessive quantities of these metals upon the growth and composition of plants.

Work upon the physiological background of this unusually important relation of soluble copper to plant growth under such unique conditions of soil environment has been restricted largely to translocation studies. By this means it has been rather definitely established that the action of the element may be partially or wholly from within the plant itself and, in this case, would of necessity need to follow its active assimilation into the plant system and movement throughout its root structures in particular. This viewpoint does not preclude, in any sense, the possible or even probable action of copper, in this relation, as an active agent of protection against slight concentrations of toxic components in soils of this type; rather, it tends to support and establish it.

Soil fertility work, of necessity, has had to do with as wide range of soils crops and fertilizer combinations as possible. Because of the complicated character of the work as a whole and the wide range of interest involved, it has been carried out, for the most part, as a closely cooperative program involving the Biochemist, the Agronomist, the Plant Pathologist and the Soils Specialist.

These studies have involved field crops and truck crops as well as sugarcane, both upon the sawgrass soil at the Experiment Station and upon a number of outlying areas involving different types and conditions of exposure. With the use of a wide range of treatments in regular fertility series, it is possible to accurately detect deficiencies of particular elements as they appear. Studies of this type have shown in a very striking way not only how rapidly potash is exhausted with continuous cropping, especially from the more fibrous Everglades soils, but also the tremendous effect it has upon the development of the plant and its susceptibility to disease. They have further shown how phosphorus usually appears as the second important deficiency in a scheme of continuous cropping and the way in which it may produce positive injury if used injudiciously under certain conditions from certain sources; likewise how nitrogen has scarcely been observed to give any response whatsoever upon any crop under any condition of cropping except in the case of some of the oldest cultivated soils. Studies of this nature are further complicated by the necessity of taking into consideration requirements for such special elements as copper and manganese, depending upon very local conditions of soil reaction and development.

Reaction studies have been in progress throughout the previous and past biennia and have been largely instrumental in establishing the need for the element manganese, especially in those soils rendered excessively alkaline by

burning. This phase of the work also has been emphasized by the Pathologist in connection with his studies upon "yellowing" and failure of beans upon soils of this type. Aside from investigations upon the manganese relation in these reaction studies, consideration also has been given to the possibility of effecting a permanent correction of the soil condition itself through the use of finely ground sulfur.

BIOCHEMISTRY

The work in Biochemistry has been concentrated mainly in studies upon the organic and inorganic composition of plants, especially as they have to do with maturity in sugarcane as expressed by chemical composition of the juices, with the appearance of inflorescence, or with the feeding value of grass or forage whether used as green feed in the pasture or as dried hay in the barn.

A number of closely associated physiological studies also are under way that involve investigation of the nitrogen cycle in soils and plants, the importance and comparative availability of different sources of phosphorus and potash and the effect of chloride assimilation. It is hoped in the near future to include studies upon the adaptability of our sawgrass soil as a root environment, especially from the standpoint of the oxygen content of the air and water which it contains.

AGRONOMY

In addition to a considerable amount of work in soil fertility with a number of field crops, the agronomic work has included varietal trials with grasses, legumes, corn, grain, sorghum, sweet corn, sweet sorghums, and several miscellaneous crops such as buckwheat, broomcorn, jute, hemp, and most of the small grains. Time-of-planting tests also have been made with a number of these crops, especially corn, soybeans, peanuts, and cowpeas. The development of systematic pasture investigations also was begun late in the biennium. These investigations will support the livestock work in a substantial way. Work in this field will be organized particularly for the study of the comparative palatability of different types and varieties of grasses, varietal competition under pasture conditions, pasture management, carrying capacity, forage values and water table requirements. A considerable amount of information already is at hand which appears to indicate that the Everglades offers good opportunity for year-round grazing.

ENTOMOLOGY

The work of the Entomologist through the biennium has centered around three main projects, namely: the study and control of insect pests in general, the study and control of the sugarcane borer in particular, and the control of miscellaneous rodents under field and village conditions.

In the Everglades the bean jassid, velvet bean caterpillar, thrips, corn earworm, cutworm, aphids, cucumber beetles, vine borer and pickle worm have caused a considerable amount of damage, the seriousness being roughly in the order listed. Studies of control methods are under way with most of these, and considerable progress has been made in the case of some.

The sugarcane borer seems to have increased steadily in numbers during the biennium. Importations of a parasitic fly (*Paratheresia claripalpis*) and wasp (*Ipobracon rimac*) from Peru were received in Florida by W. E. Haley,

of the United States Sugar Cane Insect Laboratory in Louisiana, and released during May of 1932 in an effort to colonize these insects for the control of the borer.

A considerable amount of work also has been done with different kinds and successions of baits and poisons in the control of rodents. In general, decidedly satisfactory results have been obtained under field conditions where a proper succession of baits and of poisons are applied by trained crews of men. Tremendous losses have been occasioned by the ravages of rats, rabbits, and raccoons, and their control constitutes an important economic problem.

PLANT PATHOLOGY

The work in Plant Pathology has been about equally divided between a study of bean yellows and systematic control studies of miscellaneous truck crop diseases. The susceptibility of varieties of truck crops to diseases under Everglades conditions also has received attention.

The work with the "yellows" disease of beans has continued to indicate that conditions of excessive alkalinity, whether from soil burning or other sources, is the dominant factor and that the relation is distinctly one of manganese inavailability. A considerable divergence from the regular use of manganese or sulfur in the soil in the treatment of the condition has been made by spraying weak solutions of manganese sulfate upon the foliage of the affected plants every ten days. Effects were apparent in three or four days. Treatment in this way in proper time produced remarkably good results, better in some instances than soil treatments.

Formal work upon disease control has centered largely around dusting or spraying experiments upon beans, celery, potatoes, carrots, and peanuts. This phase of the work has been found to have an important relation to diseases to the nutrition of the plant. For instance, decline in the availability of potash greatly weakens the resistance of many plants to disease, so that the crop on plots or areas where the supply of this element is especially low is frequently a complete failure.

SUGARCANE INVESTIGATIONS

During the biennium a great amount of interest has continued in the development of new canes and their trial upon typical Everglades soils. In the course of the period, B. A. Bourne was appointed Associate Physiologist and has undertaken breeding work with cane as a major study. As a result of the work of the past season, when splendid weather conditions prevailed throughout and a great number of the canes that were most desired for parents flowered in good shape, it was estimated that more than one hundred thousand new seedlings were produced from nine different crosses. Of the number that were potted from this great population, 14,606 were taken to the field. A total of sixty-nine intergeneric crosses also were obtained between a variety of Java cane and two varieties of sorghum. Rigid selections will be made from this large group, upon the basis of chemical composition, agronomic characteristics, and resistance to disease, before they are ready for further study by the Agronomist and ultimate release to the grower.

Agronomic tests upon a considerable number of syrup canes in representative parts of the state from Quincy to Homestead have created a considerable amount of interest in certain of the newer varieties on account of their apparent resistance to drought and attack by nematodes. It is hoped not only to continue this work but to extend it as rapidly as possible; for, in addition to the prospect of finding syrup canes decidedly superior to those now in use, it affords an opportunity for the workers with this crop to keep in state-wide touch with the appearance of diseases or the occurrence of insect infestations.

On account of the widespread character of the work both in the Everglades area itself and in the state as a whole, there is much need for better facilities of transportation. On this account there has been included in the budget for the coming biennium the item of six hundred fifty dollars for one truck for exclusive use in connection with this state-wide project upon sugarcane investigations.

LIVESTOCK INVESTIGATIONS

Although the possibilities for livestock development in the Everglades have been recognized for a number of years by many of our best cattlemen, who fully appreciate the unusual advantage that is offered in the prospects for year-round pasturage upon grasses of high quality and stands of high carrying capacity, the Experiment Station has not found it possible to make formal investigation in this field until late in the biennium that has just closed.

Following permission by the Board of Control to make certain specific changes in the existing budget to provide for rather definite requirements of such work in the way of physical equipment, it was possible to accept an offer of cooperation from the United States Department of Agriculture involving a splendid herd of eighteen Devon cattle. Brief details upon the arrangements for and purpose of this work are to be found in the Annual Report for 1931-32. Aside from the use of the animals in obtaining the basic data desired by the Department in their genetical studies upon the Devon as a dual-purpose animal, the arrangement provides that they also will be available for use in certain phases of pasture investigations.

While preliminary work now under way represents a fine beginning, there are numerous other problems in this field. The most important, perhaps, is the application of the splendid Devon blood now available to the development of a better type of range stock. It is generally acknowledged that procedure along this line is the only logical way of effecting appreciable improvement in the general type of range cattle in Florida. This viewpoint is well substantiated by the widespread expression of interest that has been received over the prospect of initiating work along this line at the Experiment Station, and by the increasing number of requests that have been received for young, pedigreed sires.

It is believed that a thorough study of the results from crossing Devon cattle with the existing type of range cattle is an undertaking of the first importance, which should be initiated at the earliest possible time. It is for work in this particular field that a supplementary sum is included in the budget submitted.

WATER CONTROL INVESTIGATIONS

The irreparable damage done by fires in the Everglades during the past few years has been the subject of repeated emphasis in practically every annual

report of the Everglades Station. Largely because of the abnormally dry summer experienced in south Florida in 1931, the most severe drought conditions developed during the following winter that the area has experienced in recent times. The level of the water in the lake fell below a sea level elevation of 12', the lowest stage that has been recorded since the initiation of records by the Drainage Board. In consequence of these conditions, the actual damage done by fires in the glades during the past winter is many times as great as any it has experienced during a similar period at any time in its history. Great conflagrations swept over wide areas and burned deeply in many places, especially along the faces of the dry shrinkage cracks that had opened up in the more thoroughly exposed areas.

Particular reference has been made in a recent annual report to the extreme soil losses that take place from various causes in this great area of organic soils. The belief is expressed that the most acute need in connection with the whole Everglades reclamation project is the development of a true appreciation of the part played by water in the preservation and upbuilding of the soil. Unless this appreciation can be developed, there is grave danger that the enormous potential value of the area will be wasted. Up to the present time the chief work in water control investigations has concerned groundwater movements. A certain amount of preliminary work also has been done upon water table requirements of agricultural plants. Just before the close of the present biennium the cooperation of the Bureau of Agricultural Engineering in these studies was enlisted. By way of arranging the preliminary phases of the work, F. E. Staebner, Associate Drainage Engineer in the Bureau, arrived in March and remained until July first, when B. S. Clayton came to assist in continuing the research studies.

It is hoped that the entire field of study may be organized and control data developed as rapidly as possible, both from the standpoint of agricultural utilization of the land and of developing an understanding of appropriate water tables for different crops. The conservation of the soil in open, undeveloped areas through the proper use of excess drainage waters is most important.

It is believed that a thorough study of the general project from a water control standpoint constitutes the greatest individual service that the University can render at the present time. With a substantial accumulation of engineering information, well grounded in the conservation viewpoint, it would be in a position to firmly suggest the manner of procedure in the future.

HORTICULTURAL INVESTIGATIONS

Up to the present time horticultural investigations at the Everglades Experiment Station have been carried out only as more or less isolated bits of work by various members of the staff, with no one individual particularly responsible for the work as a whole. This has consisted, for the most part, of variety trials with a considerable range of bush fruits, tree fruits, and truck crops. As the work of the Station progresses, it appears of great importance that careful trials be made with horticultural crops of all types, not only as to varietal adaptability to certain ranges of conditions, such as water table, but also to the same factor when held constant at different elevations.

While there is a tremendous amount of investigational work to be done in

the Upper Glades, in connection with both truck crops and tree fruits, especially the avocado, the Pompano-Fort Lauderdale section on the East Coast, as representing marginal East Glades conditions, also is seriously in need of assistance. This situation would include most of the Lake Worth Drainage District extending north of the latitude of West Palm Beach. Critical conditions developed in the Pompano area in particular last season, especially in relation to beans and peppers, when it is believed that many individual growers suffered losses that would pay several times over the partial appropriations that are asked to organize the work in this section. A trained horticulturist is needed in connection with the Experiment Station's work.

NEEDS

The principal water supply of the Station is secured from a deep well. The water from this source contains a small amount of common salt which causes water pipes to corrode rapidly. To meet the requirements of the laboratory work it is also necessary to have both canal water and rain water under pressure. Three systems of water piping and supply are therefore in use. Much of the piping, installed several years ago, is now badly corroded, and so many leaks have developed that pumping costs are excessive. The water system is in imminent danger of total failure, which would cause complete cessation of all laboratory operations. Replacement of the major part of the water system, preferably with cast-iron pipe, is imperative.

BUILDINGS

The two-story frame building originally built for laboratory and office purposes at the Everglades Station is still in use, but it is steadily becoming an increasing menace from both wind and fire standpoints. It has not been feasible to remodel and reconstruct it since the terrific wracking it experienced in the hurricane of 1928. It may even need to be abandoned in the near future. It is hoped that early in the coming biennium it may be found possible to build the central section of the new building and, if possible, the second wing, so that all of the work and records of the Station now may be moved to a place of safety. The laboratory wing, built in 1930, is completely occupied with laboratories and is insufficient for present needs.

On account of the crowded condition of the living quarters at the Station, it is recommended that two new bungalows, of the type now in use, be built during the coming biennium at an estimated cost of \$2,850 each.

A light truck is badly needed in connection with the sugar-cane investigations.

Because this experiment station is far removed from any other institution of similar character, the need for a reference library is unusually acute. Investment of a few hundred dollars in such a library will effect economies in time, travel, and postage more than equal to the investment involved.

NORTH FLORIDA EXPERIMENT STATION

During the last biennium much time and thought has been given to plans for changes in the work at this station. Started as a tobacco station in 1921, it has helped the tobacco growers greatly in the solution of their problems.

These difficulties are not entirely out of the way and never will be so long as the crop is grown, but it has become evident that to serve all the agricultural interests of north Florida the scope of the work at this station should be widened. The purchase by the Board of Control, early in 1930, of more than 600 additional acres of land near Quincy, as mentioned in the last biennial report, has made possible investigations of crops other than tobacco. The name was changed from "Tobacco Experiment Station" to "North Florida Experiment Station" that it might more properly include lines of investigation which pertain to agriculture in north and west Florida, as authorized by the Legislature. An additional 20-acre timber tract, immediately adjoining the original Tobacco Station property on the west, was also acquired by the Board of Control early in 1931. Thus the two Quincy tracts, about four miles apart, consist of practically 42 and 617 acres, respectively, or a total of nearly 660 acres.

EXPANSION PROGRAM

Permanent Improvements.—Much of the work during this biennium consisted not of actual experimentation but of preparation for such investigational work. Much further preparation is still necessary before many of the detailed projects may be properly started. First, the exact property lines of the newly purchased areas were established and permanent monuments were placed at all corners. This, in itself, entailed considerable work, as it required the cutting of over six miles of right-of-way, much of which was through woods and underbrush. A 220-acre portion of the farm was subdivided into 22 ten-acre tracts, and a complete soil survey was made. Two and one-half miles of woven wire fence was built to enclose this particular area. A modern five-room bungalow with garage and pump house and two new laborers' cottages were erected. Another cottage was partially demolished and rebuilt, and six others, irreparable, were razed. One 40 by 100 ft. tobacco barn was partially reroofed, repaired, and painted, and another of similar size, practically beyond repair, was razed and the lumber salvaged. A storage house for cotton and other products was built and a mule stockade was repaired and placed in condition suitable for temporary usage. Service roadways were cut through the farm, a pond consisting of several acres was drained, and a system of terraces was built to prevent undue washing of the soil in some areas. A deep well, centrally located, was drilled with great difficulty because of the unusual depth of water-bearing strata in the Quincy section. A small, automatic pumping outfit was installed and about 1,500 feet of water pipe were laid to supply water for general farm purposes. A two-acre temporary tobacco shade on the newly acquired farm was rebuilt for experimental work on wrapper tobacco in 1930. However, the extreme drought, together with the black-shank disease and heavy root-knot infestation, caused a total crop failure and the shade was later dismantled. Approximately 30 acres of land were thoroughly cleared, grubbed, and plowed, and a considerable acreage was cleared of underbrush and thinned out to improve the pasture situation on the farm. Three hundred and twenty rods of fence were recently purchased with the hope of being able to fence off some of the wooded areas and those suitable only for pasture in preparation for some cattle and hog feeding and grazing

experiments which should be started as soon as finances permit. Application to the city commission resulted in the building of a light and power line by the City of Quincy from the city limits to the farm, a distance of approximately three miles.

Storm Injury and Repairs.—On December 31, 1931, a small tornado completely demolished the 40 by 100 ft. tobacco barn on the original tobacco station grounds and seriously damaged a new grain drill stored therein. It partially unroofed the brick laboratory and office building, caused considerable damage to the greenhouse, and tore up over 75 per cent of a two-acre slat tobacco shade. The total loss was estimated at about \$2,500. The lumber from the barn was salvaged and another barn, much smaller (35 by 60 feet), was erected. Both the laboratory building and the greenhouse were re-roofed, the grain drill was repaired, and the tobacco shade was dismantled. These repairs were made at a cost of about \$1,300. This loss was severely felt, inasmuch as the cost of this work reduced the operating budget, already severely curtailed by the existing financial stringency, and left the Station with a much smaller barn and nearly two acres less of tobacco shade.

In the newly acquired 20-acre timber tract, 50 or 60 trees were found to be dead at the top and heavily infested with borers, probably because of extended drought. At the suggestion of a member of the State Department of Forestry, these trees were felled and the logs sawed into lumber for station use.

New Equipment.—A field transit and level, a tractor and harrow, a grain drill, a mowing machine, several plows, three mules, one two-horse wagon, a set of wagon harness, two Hastings metal grain bins, as well as other field equipment, and some office and laboratory equipment were purchased. A soil temperature tank was built and heating and cooling units installed for the study, under controlled conditions of temperature and moisture, of such soil problems as the black-shank disease, root-knot of tobacco and so forth.

Library Facilities.—Some additions have been made to the Library and considerable time spent in cataloging several thousand publications, chiefly bulletins, already in the files. These, together with some books and complete sets of various scientific journals, form the nucleus of a good working library. Eighty-four volumes were bound and additional shelving was provided to relieve the congested condition of the Library. As new investigational work is started, an attempt will be made to develop that particular section of the Library pertaining directly to the new work.

GENERAL FARMING PROGRAM

Production of Feed Crops.—First of all, the general farming program consists of growing sufficient feeds of various kinds for the stock on hand. More than enough of the best quality cowpea hay and corn was produced last season, and apparently it will be easily possible to repeat this program this season. As a preparatory measure for cattle investigations, enough corn will be ensiled to feed probably 20 to 25 head of cattle during the winter months.

Summer Cover Crops.—*Crotalaria spectabilis* was used as a summer cover crop following tobacco on four acres for one season. A good growth of tobacco resulted on this soil the second year. However, it is impossible from this

limited experience to state what effect this particular cover crop has on the quality of shade wrapper tobacco. Abundant reseeding of crotalaria resulted, even though the seed was rather closely harvested the first year. The same summer cover crop was also sowed this season on about 30 acres of new ground which is in preparation for plot work. This will probably be followed by a winter cover crop, such as Austrian peas.

Winter Cover Crops.—Austrian peas and Hairy vetch were sowed as winter cover crops last season. The almost total lack of rain last fall delayed the sowing of these crops until early December. The mild weather was very favorable for the development of the root-knot organism, and good growth of the peas resulted only where there were apparently no nemas. Very little growth was produced where the peas followed a nematode-susceptible crop such as cotton.

Weed Control Campaign.—The continued neglect of the cultivated portions of this newly-acquired farm has made an intensive weed control program necessary.

Fire Protection.—Grasses and weeds are kept away from the wire fence by hoeing a strip of ground from three to four feet wide on either side of the fence once or twice during the season. This is done as a protective measure against fire both for the fence and the wooded areas on the Station property. It has been impossible to protect the other portion of the property, approximately 400 acres, since it is not under fence. This latter tract is grazed by the cattle of the entire community and is subject to frequent burning.

INVESTIGATIONAL WORK

To date the experimental work at the North Florida Experiment Station has been conducted chiefly in but two fields, namely, plant pathology and agronomy.

Plant Pathology.—In this department the investigations have dealt almost exclusively with diseases of shade wrapper tobacco and in particular with the black-shank disease. The hybrids which were developed several years ago as highly resistant to this disease, and which proved very successful, are still planted and selections made from year to year. New crosses have been and will again be made with an attempt at further improvement. The one big factor, in addition to resistance to black-shank, is that of quality. During the past two years the exceptionally low rainfall made it impossible to select for quality.

One of the most important problems which faces the tobacco, as well as the truck grower and farmer in the Quincy section and in the entire Southeast is that of root-knot control. The soil infestation of nematodes completely ruined the two-acre shade wrapper fertilizer experiment at the North Florida Experiment Station in 1931 and it was consequently abandoned. Both of these problems are of great importance, but the fertilizer question is by far the lesser at the present time from the standpoint of the shade tobacco grower.

Observations and preliminary experiments were made on downy mildew of tobacco during both years of the biennium. This trouble, serious in Australia, was first observed in Florida in 1921. In 1931 it was reported from Louisiana, Georgia, North Carolina and Florida, but was not found to be very destructive.

In 1932 this disease proved very destructive to the seedlings in most or all of the tobacco sections of the state as well as in many of the other tobacco-producing states. In the shade wrapper section it did not kill a high percentage of the plants outright, but delayed plant setting from two to three weeks.

In addition to the above investigations which are conducted by staff members of the North Florida Experiment Station, some corn disease experiments are likewise conducted at this Station under the supervision of the assistant pathologist investigating diseases of corn at the Main Station at Gainesville. This is reported under the section of the Main Station devoted to plant pathology.

Agronomy.—Experiments on the storage and germination of shade tobacco seed are in progress. The purpose of these investigations is to discover, if possible, some of the factors which cause a loss of vitality of the seed in a comparatively short period of time, and also, some which effect the size and vigor of the seed. Light was found necessary for the germination of all lots of Florida shade tobacco seed thus far tested.

The cotton breeding and some cotton fertilizer work of the Main Station was moved to the North Florida Experiment Station during February, 1931, and all experiments on cotton, with the exception of some cooperative work with some growers in West Florida, were conducted in this new location. Cotton variety tests were conducted during both seasons of the biennium. Standard varieties from reliable seedsmen, popular local varieties, and promising strains bred at the experiment station, were included in these tests. Selection and breeding work was likewise continued. Cotton spacing tests were conducted at Gainesville in 1930, and spacing and time of planting tests at Quincy in 1931. Cotton nutrition studies are in progress where the effect of different nutrients, crop rotation, rate of application of fertilizers, residual effects, time and rate of application, and the ratio of organic to inorganic nitrogen in mixed fertilizer, are under observation.

In addition to the work in agronomy as discussed above, research was conducted at this Station by other members of the Florida Experiment Station staff on sugarcane, varieties of corn, and crop adaptation tests. All of these reports will be found elsewhere in this report.

THE STATION PERSONNEL

The personnel of the Station still consists of only the Plant Pathologist in Charge, the Assistant Plant Pathologist and the Farm Superintendent. Dr. W. A. Carver and R. M. Crown, Associate and Assistant Agronomist, respectively, who were transferred to Quincy in February, 1931, and whose work officially has been exclusively with cotton at the North Florida Experiment Station, have not been considered members of that Station staff inasmuch as both their salaries and operating expenses have been provided through a separate cotton budget. No full-time stenographer or secretary has been appointed to date and help is employed as necessary.

THE NEEDS OF THE STATION

From the foregoing, some of the needs of this Station are obvious. First, there is urgent need of research, particularly in the fields of agronomy, animal industry, and horticulture, and of further investigations in plant pathology as pertaining to north and west Florida conditions.

Agronomy.—It has been very gratifying to note that the staff members at Quincy, in addition to pursuing the work of their own particular projects, have put forth great effort to assist in every way possible to make their station an efficient unit of the Florida Experiment Station system. Consequently, it has been possible to do the work as reported above, particularly under the "Expansion Program" section of this report. Some preliminary pasture grass work has been started, and assistance has been given those who have been conducting the research activities on corn, sugarcane, and other crops. However, definite and detailed projects should be under way, from the standpoint of the actual need in this section of the state, on various pasture grasses and forage crops. Investigations should be in progress on small grain crops such as rye, barley, oats and wheat, as well as on varieties, dates, and rates of seeding and the use of fertilizers, lime, basic slag, and green manure for these different crops. Further investigations of varieties, time of planting, cultivation, fertilization, and time of harvest of field corn, as well as experiments with peanuts and other crops are greatly needed. Time and depth of plowing, time and method of seed bed preparation, proper methods of tillage, drainage, soil fertility problems, proper crop rotation from the standpoint of fertility, insect and disease control, including nematodes, are all problems which urgently need investigating for practically all important crops.

Animal Industry.—The shade tobacco grower uses approximately 10 tons of barnyard manure per acre to grow his crop. Several growers in the shade tobacco area feed enough cattle to produce a sufficient amount of manure for their tobacco crop from year to year. This at once opens up the field for careful experimentation to ascertain the proper relationship between profitable cattle feeding, manure production, and economical growing of shade tobacco. There is also a great need for cattle grazing and breeding experiments as well as investigations in swine husbandry, if this Station is to be of service to those agricultural interests of north and west Florida. The Station is prepared to feed at least 20 head of cattle now, if the necessary finances can be found for providing the cattle and constructing the necessary fences. A well-bred Aberdeen Angus bull calf was donated to this Station nearly two years ago by Mr. James Love, with the hope that this donation might prove an incentive for definite investigational work. To date, however, this one animal has constituted the entire herd.

Horticulture.—No work has been attempted with horticultural crops. This, however, is indeed a fertile field both from the standpoint of such truck crops as melons, cantaloupes, sweet potatoes, beans, crucifers, cucurbits, tomatoes, as well as such fruits as blueberries, raspberries, blackberries, dewberries, strawberries, figs, grapes, pears, peaches, plums, persimmons, quinces and satsumas. Tung oil, pecans, and ornamentals should also have attention.

Plant Pathology.—The field for research in plant pathology is likewise extremely fertile for most of these farm and fruit crops listed above. However, at the present time the nematode situation, with its many ramifications, is by far the most urgent and needs a most thoroughgoing investigation.

Buildings and New Equipment.—The outstanding need at the North Florida Experiment Station in the way of buildings is a permanent hay and mule barn, instead of the dilapidated temporary structure now in use, an implement

shed for the proper storage of tools and farm implements, and a fertilizer storage and mixing room and a suitable place for seed storage.

A half-ton truck is needed, since the farm is over three miles from town and the railroad station; the only method of transporting supplies from the town to the farm is by wagon or by paid drayage. Neither of these is satisfactory, especially during the busy seasons of planting, cultivating, and harvesting. A tractor plow, roller or cultipacker, hay rake, and one-horse wagon are badly needed.

The 400-acre tract, not now under fence, should be fenced. As stated above, the cattle of the entire community are grazing thereon and the tract is subject to frequent burning. Native carpet grass is comparatively abundant on many acres in this area, and this pasturage, together with several apparently unfailling springs, would prove ideal probably the year through for a comparatively large herd of cattle and other farm animals, such as sheep, without much expense other than fencing.

Personnel and Finances.—It is apparent that no additional detailed projects can be started without investigators to conduct such experiments. The most outstanding need is an agronomist assigned to this Station and probably an assistant to conduct some of the investigations in that field as listed above. Further details of staff personnel for experimental work along the lines of horticulture and animal industry must be arranged as fast as sufficient funds can be provided for further expansion.

The North Florida Experiment Station at Quincy is located in the general agricultural, or the "hog and hominy," section of the state of Florida. Because of the diversification of the agricultural interests in this section of the state, the Station needs to be fully equipped to attack these many problems from the various angles resulting from such diversification, if it is to render efficient and worthwhile service to the farmer and grower.

SUB-TROPICAL EXPERIMENT STATION

The past biennium was the first in which the Sub-Tropical Station functioned actively, as the buildings had just been completed at the end of the previous biennium. Dr. H. S. Wolfe reported as Associate Horticulturist on October 1, 1930, and took charge of the work at the Station. L. R. Toy continued as Assistant Horticulturist until his resignation on December 29, 1931. He was not replaced during the remainder of the biennium.

A small garage was the only building constructed during the biennium. The remaining 20 acres of the original pineland tract were scarified and sown to crotalaria as a soil builder. An additional tract of twenty acres adjacent to the Station land on the west was purchased. Roadways were constructed around this new tract and across the middle of it, to afford fire protection.

Important items of equipment purchased have included a caterpillar tractor with wide treads, a tractor disc harrow, a standard garden tractor with cultivating and mowing attachments, a seed planter, and a small fertilizer mixer. An order also has been placed for a much-needed truck. The indefinite loan of an army trailer by the Dade County Commissioners and a 500-gallon tank by the City of Homestead have been very helpful in transporting the tractor

to the distant glade tract and in watering the pineland plantings. This branch station now has a total of 110 acres of land, including two glade-land areas of different type.

Windbreaks have been planted around three sides of the scarified 40-acre pineland tract and on each side of the roadways which divide it into quarters. Thirteen different species of trees have been employed so as to obtain data on relative rates of growth and relative wind resistance. Several of the more promising varieties have been planted, with three different types of hole preparation.

The southeast quarter of the property, on which are the buildings, has been planted in accordance with a landscaping plan. Twenty varieties of palms and fifty varieties of economic trees and shrubs have been set out. A pipe system has been laid through this quarter so that any portion of it can be reached with a 100-ft. hose. Ornamental shrubbery has been planted around all the buildings.

The northeast one-fourth has been partly planted to citrus, five varieties on nine different rootstocks, to determine the best stock for each variety on this soil type. As the preparation of the holes for planting is an important item on rock land, three different methods of hole preparations have been used for each variety on each rootstock.

The northwest quarter has been set out as an avocado test grove, with seven standard varieties of avocado on uniform rootstock for studying the effect of different methods of planting and of different cultural treatments. The same varieties are also planted on four different rootstocks, for comparing the growth on these stocks under uniform cultural treatment.

The southwest part has been partly set out with a variety of fruits of secondary commercial importance, such as mangoes, papayas, cherimoyas, sugar apples, sour sops, guavas, jujubes and loquats. Several different varieties of each of these fruits have been planted and many more will be added, so that varietal performance under the same cultural conditions can be studied.

Crotalaria spectabilis has thus far proven best adapted of all the numerous legumes tried on the pineland, and has volunteered successfully for two seasons. Alfalfa and Hubam clover have also made promising growth on well-fertilized ground, but are not able to thrive on raw pineland as does the crotalaria. With all the legumes tried, phosphorus has seemed to be the limiting growth factor, and superphosphate alone has given almost as good results as complete fertilizers. No response to manganese has been obtained. The Agronomy Department of the Main Station has kindly cooperated in making available a large number of legumes for testing.

Truck crop studies have been carried on for two seasons on the high marl glade land, but funds have not permitted working the low glade. Tomatoes have responded favorably to applications of gypsum, in spite of the high calcium content of the marl glade. In the wet spring of 1931 a fertilizer very high in nitrogen gave best results, but in the dry spring of 1932 it was more important to increase the phosphate than to give large amounts of nitrogen. Less potash is needed for tomatoes on these glade soils than is usually applied, according to the results of both seasons. No definite response to manganese has been shown by tomatoes, but beans, cucumbers and peas

have all given striking responses. Potatoes have responded best in both seasons to a fertilizer high in phosphate. Variations in the nitrogen and potash proportions have given less consistent results, decreased amounts having little effect at all, while increases of nitrogen were detrimental and increases of potash sometimes very favorable. In a wet season applications of sulfur gave splendid results as a soil amendment, but not in a dry season.

In cooperation with the United States Department of Agriculture, 36 new strains of tomatoes were given extensive trial during the past season, in comparison with four standard commercial varieties. Four of these new varieties have shown exceptional promise on the marl glade tomato land, considerably outyielding the commercial varieties.

Of the numerous legumes tried on the marl glade land, California bur clover, black medic, Hubam clover, and Austrian winter pea have all shown promising growth during the winter season, but have died down or been crowded out by weeds during the summer. Neither crotalaria nor pigeon pea has been able to make a stand on the marl at any season, although both of them thrive well all the year round on pineland. Soybeans make the best legume growth for summer green manure, much exceeding cowpeas or velvet beans on the glade. Teosinte also gives promise as a summer cover crop to follow truck crops and prevent weed growth.

Since May, 1931, cooperative studies of the effect of different fertilizer ratios have been started in bearing groves of avocados and mangoes. Particular attention is being given to the symptoms shown by trees when receiving too much or too little of the common fertilizer elements. Studies are also being made of the effect of certain soil amendments, such as aluminum, iron, magnesium, sulfur, and manganese.

There is great need of the addition to the staff of the Station of a man who can carry on studies on the diseases and insect pests of fruit and other crops grown in this section. There is also increasing need of a resident caretaker on the Station grounds, and an appropriation for a small dwelling house should be made for this purpose. Ten acres more of pineland should be scarified, so that studies on citrus fertilization can be initiated and space provided for new varieties of fruits.

AGRICULTURAL EXTENSION SERVICE

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

During the biennium, 1931-33, cooperative extension work has been conducted in fifty-three counties in Florida. Of these, forty-nine counties have had county agents, thirty-six counties have had home demonstration agents, twenty-seven counties have cooperated in the employment of one county and one home demonstration agent; sixteen counties have had the services of county agent alone, and six counties have had the services of home demonstration agent alone.

Eight counties have been served by four home demonstration agents (that is, two counties per agent) and four counties have been served by two county agents. This joint arrangement has been made with counties unable financially to support properly the work.

The Extension Service has been supervised by the following agents: Director, Vice-Director and County Agent Leader, three district agents, and specialists as follows: one state club agent, one citrus entomologist and pathologist, one poultryman, one animal husbandman, one dairyman, four economics specialists, one rodent control specialist, one editor, and one assistant editor.

The home demonstration staff has consisted of the State Agent, three district agents, one home improvement, one nutrition, and one foods and marketing specialist.

The Negro work has been supervised by one district agent for men's work and one for women's work.

FINANCIAL STATEMENT

RESOURCES

	1930-31	1931-32	Total Biennium
FEDERAL FUNDS:			
Smith-Lever and Supplemental.....	\$ 77,646.71	\$ 84,685.21	
Capper-Ketcham.....	25,941.28	26,555.28	
Additional Cooperative.....	22,000.00	20,500.00	
U. S. D. A.....	21,000.00	20,000.00	
	<u>\$146,587.99</u>	<u>\$151,740.49</u>	<u>\$298,328.48</u>
STATE FUNDS:			
Offset for Smith-Lever.....	\$ 48,872.25	\$ 53,968.80	
Direct appropriation.....	38,686.64	34,263.20	
Continuing appropriation.....	5,000.00	5,000.00	
	<u>\$ 92,558.89</u>	<u>\$ 93,232.00</u>	<u>\$185,790.89</u>
TOTAL.....	<u>\$239,146.88</u>	<u>\$244,972.49</u>	<u>\$484,119.37</u>

EXPENDITURES

PROJECTS:	1930-31	1931-32	
Administration.....	\$ 8,492.19	\$ 9,603.00	
Publications.....	6,857.22	8,838.00	
County and Home Demonstration Work	136,484.25	139,549.49	
Boys' Club work.....	7,352.37	7,022.00	
Foods and Marketing.....	4,049.10	4,158.00	
Home Improvement.....	4,505.41	4,440.00	
Dairy Husbandry.....	5,055.66	6,034.00	
Animal Husbandry.....	2,321.37	2,600.00	
Farm Makers Clubs.....	13,458.26	14,098.00	
Home Makers Clubs.....	10,485.90	12,966.00	
Citrus Pathology and Entomology.....	5,350.95	5,022.00	
Poultry Husbandry.....	5,264.46	4,734.00	
Agricultural Economics.....	13,144.74	16,358.00	
Extension Schools and Farmers Week..	2,647.61	2,300.00	
National Egg Laying Contest.....	10,368.53	7,250.00	
Unexpended balance.....	3,308.86	
TOTAL.....	<u>\$239,146.88</u>	<u>\$244,972.49</u>	<u>\$484,119.37</u>

SOURCES OF FUNDS

The funds used in the Agricultural Extension Service are provided from three sources, as follows:

1. Federal funds

- (a) Smith-Lever fund, by an act of Congress 1914. A state offset is required for all amounts in excess of \$10,000 per year. The provisions of this act provide for cooperation between the U. S. Department of Agriculture and the state agricultural colleges in conducting extension work in the United States, and govern the expenditures of all monies appropriated by Congress as supplemental funds for extension work.
- (b) Supplementary Smith-Lever, governed by Smith-Lever Act requiring a state offset for the full amount.
- (c) Capper-Ketcham, appropriated by Congress for extension work in the states and requiring a state offset for all amounts in excess of \$20,000 per year.
- (d) Additional Cooperative fund, appropriated by Congress for extension work in the states, as supplementary to Smith-Lever funds, and requiring a state offset for the total amount.
- (e) U. S. Department of Agriculture demonstration fund, appropriated to the Agricultural Extension Service, Washington, D. C., and allotted to the states by the Federal Agricultural Extension Service, upon condition that each state provide necessary offset as required by the Federal Smith-Lever Act and later supplementary acts in support of extension work.

2. State Funds

- (a) Offset for Federal Smith-Lever and Supplemental funds.
- (b) State funds appropriated by the Florida Legislature.

3. County Funds

- (a) County funds appropriated by Boards of County Commissioners and county school boards but optional with them and used in the counties to pay a part of the county agents' and home demonstration agents' salaries and expenses.

PUBLICATIONS

	Pages	Edition
Bulletin 58, Vegetable Crops of Florida (reprint)	56	15,000
Bulletin 59, Rose Growing	28	15,000
Bulletin 60, Culling for Egg Production	16	10,000
Bulletin 61, Sweet Potatoes	32	10,000
Bulletin 62, Why Grow Tomatoes	48	10,000
Bulletin 63, Strawberry Production	12,000
Bulletin 64, Save the Surplus	48	10,000
Bulletin 65, Club Work and the Farm Boy	20	5,000
Bulletin 66, Growing Healthy Chicks and Pullets	12,000
Bulletin 67, Citrus Insects and Their Control	10,000

Circular 26, Beautifying the Home Grounds	12	15,000
Circular 27, First Year Sewing Program	16	15,000
Circular 28, Second Year Sewing Program	16	10,000
Circular 29, Third Year Sewing Program	16	8,000
Circular 30, Fourth Year Sewing Program	16	5,000
Final Report, Fourth Florida National Egg-Laying Contest..	20	1,500
1931 Calendar	12	9,000
Weekly Agricultural News Service (42 weeks)	1 each	31,500
1932 Calendar	12	11,000
Final Report, Fifth Florida National Egg-Laying Contest ...	20	1,500
Agricultural News Service (42 weeks)	1 each	31,500
Agricultural Extension Economist (18 months)	6 each	18,000

In addition a number of miscellaneous supplies were printed. These included pads for the Home Egg-Laying Contest, mortality chart, healthy chick chart, crop club record book, individual club member's record book, secretary's record book, boys' clubs, all-year garden record books, Farmers' Week window cards, stuffers, and programs.

FARMERS' WEEK

Farmers' Week is held each year on the University campus. The attendance was 1,661 in 1930, and 2,000 in 1931. The program was divided into sections and handled by committees made up from the various divisions of the College of Agriculture. The University buildings and classrooms were used for the programs. The dormitory and dining hall were used for the accommodation of visitors. Entertainment was provided during each of these programs.

This feature of extension work has made steady growth since its beginning and now offers an opportunity for farmers and fruit growers to visit the various branches of the College of Agriculture each year and acquaint themselves with the progress of the University and its development.

It is conservatively estimated that each year of the biennium there were six or seven hundred women in attendance for the programs offered during Farmers' Week. Most of the women paid their own way. However, more than previously, had their expenses paid through the work of the county councils. The State Home Demonstration Council in session during the time awarded a scholarship to a former 4-H Club girl who was a senior at college. They also adopted a program to assist in the further development of a substantial live-at-home program.

COUNTY AGENT WORK

The expenditure for county agent work is larger than for any other project, for the reason that it carries the employment of all county agents and supervisory staff. The amount expended for this during the past year shows a reduction from former years, largely because of the reduced appropriations in the counties. The amount the county boards apply on salaries of county agents and home agents varies from \$600 to \$4,000 during the biennium. This means that there is a wide variation in the salaries of county and home agents, depending on the county's appropriation.

In the appointment of county agents, it is required that the appointee have

had at least two years agricultural college training, except where persons without college training have given satisfactory service as county agents during previous years. It has only been in exceptional cases and where county appropriations have been insufficient to employ persons with special training that new appointees have less than a B.S. degree from a four-year standard agricultural college.

The programs as carried out by county agents must vary with the type of agriculture most prevalent in the counties. These projects include the following topics: soils, farm crops, horticulture, animal husbandry, dairy husbandry, poultry husbandry, rural engineering, agricultural economics, rodent control. In each project production, fertilization, marketing and general farm management are considered. The programs are made up by the county agents and approved by the district supervisors and made uniform so that there can be a uniform program sufficient to the needs of the respective counties and farming interests.

The district agents and specialists are charged with the responsibility of the supervision of these county and state programs. Details of the activities of each project are contained in extensive annual reports that are available from the Agricultural Extension Service.

The county agents are called upon for much local service work. Also, they cooperate with the State Live Stock Sanitary Board, the State Marketing Bureau, the State Forestry Service, the State Department of Agriculture, and the U. S. Department of Agriculture when special work has been undertaken in the county by Federal bureaus of the Department of Agriculture. Four-H Club work is conducted in the counties by the county agents. They have the responsibility of carrying on county 4-H organizations, short courses, rallies, and camps, depending on the subject matter specialists as for information in carrying on demonstration work with 4-H Club members.

County agent programs have been shaped to strengthen the economic side of agriculture. The Extension Service has strengthened its subject matter force by the addition of an economics department whose members are making a study and tabulation of costs and returns from farming operations. They also include the distribution of outlook information issued in cooperation with the United States Department of Agriculture. This service is intended to guide farmers in their production programs and enable them to determine the crops and acreage most likely to give them the best returns from their farms. This system, carried out through the United States, looks toward a better adjustment of production and prospective demand for the important agricultural commodities.

Extension agents have given assistance in placing Federal loans made available to farmers by Congress through the U. S. Department of Agriculture and secured by mortgages on crops and lands. This has added considerable responsibility, but it has enabled the United States Department of Agriculture to distribute these funds where they should return the greatest benefit to farmers.

BOYS' 4-H CLUB WORK

There were 5,720 projects conducted by 2,239 4-H club members in thirty-four counties during the biennium. There were 1,198 of corn, 419 of cotton,

339 of potatoes, 867 of truck or garden, 184 of poultry, 1,118 of pigs, 316 of calves, and 391 of miscellaneous items. Through these activities, supervised by their county agents, the 4-H boys are demonstrating to their respective communities the best scientific methods of growing these crops and managing this livestock. They have grown an average of 29 bushels corn per acre against farmers' average yield of 11 bushels in 1930, and 37.4 bushels against 13 in 1931. The 4-H club boys produced 1,141 pounds seed cotton per acre against an average of approximately 800 pounds by the farmers. The differences of production of other crops were proportional.

Twenty-four counties have their members organized in local clubs. These clubs have their own membership and officers, and function well under their own constitutions. Five counties have their local clubs federated through county councils. This council plans a general program for the county and assists the county agent in executing his 4-H club plans. These local clubs increase the influence and the efficiency of 4-H club work. They are functioning as self-perpetuating bodies in that they are securing their own membership, collecting their project records, and holding their own business and social meetings with a minimum of supervision by the county agent. A set of simple requirements covering membership, organization, projects, and reports has been developed for local clubs. When these requirements have been met a charter signed by the Secretary of Agriculture, Director of Extension, and State Boys' Club Agent is given to the local club. Six local clubs have qualified and received charters. One club has qualified for a gold seal, which is given for meeting special requirements. Leadership ability in the boys is recognized and developed through the organized club, thus helping greatly in furnishing trained leadership in rural communities.

The annual Boys' 4-H Club Short Course was held at Gainesville in June of 1931 and 1932. Four hundred eighty-nine boys attended the two short courses and enjoyed a week of college life. Courses in agronomy, farm mechanics, citrus, dairying, horticulture, poultry, livestock, hogs, and leadership were given by the college professors and the extension specialists. Talks were given by the President of the University, the Director of Extension, and others. The inspiration furnished by attendance at a short course has influenced many boys to return to the University later as students. Nine boys were awarded Bankers' Scholarships through competitive examinations the last days of the short course. This, the big event of the 4-H club year, is growing in size and importance each year.

From the county viewpoint, the camp is the vital part of the club program. A total of 1,221 boys from 22 counties spent four days in camp during June, July and August during the two years. Trained leaders are employed during the camping season to help the regular force. Leadership and recreation are stressed at camps. The West Florida regional camp in the Choctawhatchee National Forest has been enlarged and improved. The plant now consists of a 4-acre playground, 14 cottages, a well-equipped dining room, assembly hall, a pressure water supply system and sanitary sewerage equipment, and sleeping accommodations for 120 4-H club members.

The first Friday night of each month a 4-H club program is broadcast over State Radio Station WRUF. The boys and girls alternate in putting on these

programs. Thirty minutes of program was supplied for WJAX, WIOD, and WFLA in connection with the nation-wide club program put on through the National Broadcasting System. Ten general 4-H club talks were given over WRUF, WFLA, and WDBO in addition to the regular programs. The radio service to rural people is an extremely valuable method of disseminating information. No financial provision has heretofore been made for its support. It is maintained only with difficulty and by sacrifice of other activities. It should be specifically provided for in the budget.

To promote and to develop rural recreation, four training schools were held each year. The schools, which were four days in length, were held in Crestview, Marianna, Gainesville, and Plant City. The attendance varied from sixty to ninety per day, with a total attendance of 648 for the two years. The leaders trained in the schools have been of material assistance in promoting the right type of rural recreation.

County contests were held in thirty-one counties with exhibits from 1,515 projects. A state exhibit of corn and cotton was held in connection with the South Florida Fair in 1931 and 1932. Both years 3,500 square feet of exhibit space were filled with 4-H corn and cotton. A state pig club show was held in Tallahassee each year in cooperation with the Leon County Chamber of Commerce. A total of 213 pigs were exhibited. A state calf club show was held in 1932 at the South Florida Fair. Thirty-two calves were exhibited by boys from Duval and Jefferson counties. A state poultry club show and judging contest was held in connection with the Volusia County Fair in February of 1931 and 1932. In all, 383 birds were exhibited. Six teams entered this judging contest each year, with the high-point individual winning a trip to Chicago.

Eight boys won trips to the International Livestock Show and Club Congress in Chicago, one to the National Dairy Show at St. Louis, one to the Moses Leadership School at Springfield, Massachusetts, and four to the National 4-H club camp at Washington. Nine boys were awarded scholarships to the University of Florida. Ten boys entered the University on scholarships won during the last four years.

DAIRYING

The dairy industry has grown to such proportions that Florida dairymen are producing the state's requirements for market milk, with a surplus in the principal markets. Feed growing is all-important in placing dairymen on a profitable basis. Pastures, forage, and silage crops are successfully grown by an increasing number of dairymen. Many dairy farmers are taking advantage of the low prices of land to locate their dairies on soils better suited to growing pastures and forage crops. Seventy-four dairymen have purchased 7,534 acres of additional lands in the last two years to be seeded to pastures or used for growing forage crops. Dairy farmers seeded 3,415 acres of land to permanent pastures during the 2-year period. Carpet, dallis, bahia, bermuda, para, and centipede are the varieties seeded. There has been an increased acreage seeded to temporary pasture crops of cowpeas, Sudan grass, cat-tail millet, soybeans and velvet beans. It is estimated that one acre of good permanent pasture is worth \$20 in the amount of feed saved. The value of increased pasture equals \$64,500.

There have been 52 new silos built, with a capacity of 6,150 tons of silage. By producing silage dairymen are growing the feed that is usually purchased. One ton of beet pulp equals three tons of silage. Allowing \$30 as the price for beet pulp, the saving by the increased production of 6,150 tons of silage amounts to \$61,500.

Jerseys predominate in the dairy herds of Florida. According to a survey of six representative dairy centers, the average weight of Florida cows is 750 pounds. According to standards set out by the Jersey cattle club the average weight of mature well-fed cows should be approximately 1,000 pounds, which means that Florida cows are about one-third short of the standard weight. This under-size has a definite relation to increased low production and has been a serious handicap to Florida dairymen. Demonstrations in parasite control and better feeding of calves as demonstrated by 4-H dairy clubs, has increased the size of dairy cows in a number of dairy herds.

There were 232 registered dairy sires introduced into twenty-seven counties. Two state sales were held under the auspices of the State Dairy Association. Others were purchased at private sale. The president of the State Association paid \$2,000 for a purebred Guernsey sire to head his herd.

There have been 125 registered and 3,260 grade cows added to Florida herds as a part of the dairy programs to improve dairying. These cows took the place of low producing cows taken out of production. One hundred and fifteen dairymen are keeping production records on 2,340 cows in an effort to reduce feed costs and cull out unprofitable cows.

There are twelve county dairy associations, in addition to the State Dairy Association and the State Guernsey Cattle Club. The abnormal deflation of prices on dairy products has made it necessary to organize four cooperative marketing associations in Duval, Hillsborough, Dade and Pinellas counties. These cooperative associations are protecting the markets from imports of milk of a lower grade and are helping to dispose of the surplus milk to be sold as butter, cream and other dairy products.

ANIMAL HUSBANDRY

The Animal Husbandry project is conducted cooperatively between the U. S. Bureau of Animal Industry and the Florida Extension Service, and mainly in the tick-free area, except preliminary work in the tick-infested area to encourage cattle owners in holding their cattle ahead of the dipping. The main projects in beef cattle work have been centered on economical production, improvement in quality, and greater revenue from Florida's ranges and farms. This program has been effected by introducing purebred bulls, planning for a maximum calf crop, selecting the best beef heifers for breeding, encouraging owners to hold their cattle ahead of the dipping, fair exhibits, developing pastures and good feeding methods, saving feeds, winter feeding, organizing cattle owners for livestock improvement, finishing out cattle for slaughter (calves and steers), holding meat cutting demonstrations, and aiding in marketing.

To facilitate the placing of bulls, four bull sales have been held, bulls have been located, prices have been secured, and information on sales in other states has been furnished to county agents and cattle owners, resulting in the

placing of 291 purebred bulls and 96 heifers. Heifers from purebred bulls and native cows are being saved for breeding purposes and herd improvement.

Emphasis has been placed on pasture development and winter feeding as a means to getting a greater calf crop and a more economical production of good beef, with the result that 25,000 pounds of grass seed have been sown and many cattle owners are doing some winter feeding. Large landowners in all sections of the state are showing interest in pasture and cattle development. The Marianna Fruit Company winter-fed 1,200 cattle on sorghum silage produced on 135 acres and stored in a pit silo.

Steer feeders in central and northern counties have put in scales for weighing steers to get records on feeds and cost. Steers were located, prices and freight rates furnished, together with feeding schedules for the entire period of fattening. Plans are under way to bring together the tobacco growers, who feed steers principally to furnish manure to fertilize their tobacco, and cattle producers, in order that the Florida cattle owner may furnish stockers needed by the tobacco growers. Formerly these stockers were purchased outside the state.

Emphasis has been placed on economical production of quality hogs, improvement in type and grade by improved breeding and protection from parasites, and the production of grazing and fattening crops that will enable farmers to finish out their hogs for the early and highest markets. Cooperative marketing has been encouraged. Meat cutting demonstrations were held to encourage better home curing of pork products. In the hope of popularizing peanut pork, Swift and Company were induced to exhibit peanut pork products at the Tampa Fair in 1931. Manager H. McDowell reported large increase in sales resulting. Also a peanut pork luncheon was held at Chipley, Florida, and the Gainesville Kiwanis Club held a peanut pork luncheon. These luncheons were attended by interested persons in counties growing hogs on peanuts. As a result of these two luncheons, Hon. Nathan Mayo, Commissioner of Agriculture and State Chairman of the Kiwanis Committee on Agriculture, suggested that all Kiwanis Clubs of the state adopt this plan.

POULTRY HUSBANDRY

Poultry extension activities were conducted in 50 counties of Florida through the guidance of county agents and leaders. The poultry program consisted of 6 projects, namely: growing of healthy chicks, growing of green feed, culling, Home Egg-Laying Contest, junior poultry work and National Egg-Laying Contest.

Growers of chicks and pullets were encouraged to adopt the following six factors: early hatching, clean eggs and chicks, clean brooder houses, clean land, balanced rations, and separation of pullets from cockrels. Tabulation of records kept by producers in 1928 showed average chick mortality to eight weeks of 24.26 per cent. In 1930, average chick mortality was 14.25 per cent, and in 1931, 12.49 per cent. Producers who practiced the above six factors had a chick mortality of less than 10 per cent. Subsequent records showed a correlation of chick mortality one year to adult mortality, egg production, and returns the following year.

The feeding of succulent green feed to poultry of all ages is essential.

Types of green feed, planting dates, and cultivation have been furnished producers to assist in increasing the efficiency of growth and production and lowering cost of production. Eliminating inferior birds, both young and old, is a most important phase of successful poultry management. Demonstrations in culling have been given which resulted in higher egg production per bird and lower cost.

A phase of poultry work that is of great value to the poultry raiser is keeping records and analyzing results. This project was formerly known as "Home Egg-Laying Contest" and now as "Florida Calendar Flock Records." Over 300 producers have kept records. Tabulating and analyzing these records have made it possible to show the most profitable practices to follow.

Data obtained from 12 farms in the Fifth Home Egg-Laying Contest show these facts:

1. An average of 187 eggs per bird per year gave a value of eggs over feed cost of \$2.85 per bird; while with a production of only 138 eggs the return was \$1.65.
2. An average of 42 eggs during the winter months meant 177 eggs for the year, or a value of eggs over feed cost of \$2.84; while 22 eggs during the winter months meant 149 eggs, or a value of \$1.67.
3. A high percentage of pullets meant a greater yearly egg production and a lower feed cost per dozen eggs.
4. Adult mortality of 14.6 per cent resulted in 146 eggs per bird per year and a value of eggs over feed of \$1.80; while 7.1 per cent mortality resulted in 182 eggs and a value of \$2.85 for eggs over feed cost.

The junior 4-H poultry program centers around two phases, production and management. The State 4-H Poultry Club Show and Judging Contest held each year offered an opportunity for rewarding outstanding poultry work. The first state show brought out 180 birds exhibited by 34 boys and girls from eight counties. In the Judging Contest there were 8 competing teams (3 to a team) from 6 counties.

FLORIDA NATIONAL EGG-LAYING CONTEST

The National Egg-Laying Contest has been operating six years. Pens have been received from 24 different states, Canada and 33 counties of Florida. The plant has capacity for 100 pens, 13 pullets constituting a pen. All birds are trapnested, and egg weights recorded.

The contest plant is located in Chipley, in Washington County. It is composed of 50 houses, with a capacity for 100 pens of 13 birds per pen. A double yard is available for each house to provide a rotation of runs and a growth of green feed. The plant is equipped with an administration building, feed and storage house, sanitary hospital building, and light and water system.

The average production in this contest in 1930 was 188.7 eggs per bird, the heavy breeds producing an average of 163.4 eggs per bird and the light breeds producing 196 eggs per bird.

In the 1931 contest the average production was 204.9 per bird. The heavy breeds produced an average of 180.68 eggs and the light breeds produced an

average of 214 eggs per bird. These egg production records serve to indicate the progress made as the result of selection and record keeping at the egg-laying contest by the breeders, who supply a very large part of the baby chicks purchased by poultrymen and farmers throughout this state. In 1930 the average feed consumption was 82.88 pounds of feed per bird, and in 1931, 94.89 pounds, exclusive of green feed. The amount of feed required to produce 12 eggs was approximately 5.4 pounds. The average feed cost per bird for the two years was \$2.31.

CITRICULTURE

The citrus crop of 1930-1931 was the largest in the history of the industry and was grown and marketed at a loss to the producers. The crop of 1931-1932, while much smaller than the previous one, was apparently still too large. Consequently, growers have been forced to make drastic reductions in their grove operating expenses. Fortunately, the college workers have been able to demonstrate that the cost of production can be greatly reduced and at the same time the quality of the fruit maintained and in many instances improved.

Research has pointed out that two to three tons (dry weight) of bulky organic matter per acre per annum is essential in an economical citrus fertilizing program. This material is supplied by growing cover-crops in the grove and by bringing in vegetable matter from the outside. In an effort to increase this supply of organic matter, more than 300 cover-crop demonstrations have been conducted in 21 citrus counties.

Since the fertilizing cost has been approximately 50 per cent of the total cost of producing citrus fruits, the demand for reducing production cost under existing conditions rests heavily upon this main item. Supported by research results, the cost of fertilizing citrus groves is being reduced 20 to 30 per cent over former cost by the proper use of the best adapted grove cover crops and by the use of cheaper inorganic sources of plant food and higher concentrates. More than 300 fertilizer demonstrations have been conducted in 19 counties, covering more than 12,000 acres of grove. In one demonstration grove of 175 acres, where the cover-crop and inorganic fertilizer program was followed, the owner reports his production cost reduced to 17 cents per box. His fruit rated 60 per cent first grade, as against the state average of less than 20 per cent.

Thirty-one demonstrations in proper cultivation of citrus groves were conducted during the last two years, showing that reduced cultivation is not only desirable in directly reducing the cost of production but results in a more conservative use of the organic matter, a better texture of fruit and healthier trees. Tree root disturbance, due to deep or excessive cultivation, is often found to be responsible in a large measure for such diseases as dieback, ammoniation and even frenching. The recommended cultivation program provides for just enough cultivation to incorporate the cover-crop with the soil sufficient to keep down the fire hazard, and discourage cover-crop growth during the dry months for soil moisture conservation only.

Forty-eight demonstrations for melanose and scab control have been conducted, during the last two years, in eight counties. The most effective work in the control of melanose during the last two years has been directed along lines of indirect control. This consists in supplying adequate soil moisture by

irrigation, correcting improper cultivation, and improving fertilizing practices, the object being to maintain a more vigorous tree condition by attacking the underlying causes of dying back of twigs and branches. Thus, it can be seen that the problem of practical melanose control runs through the whole program of citrus culture. The same may be said of withertip, dieback, ammoniation, frenching, and perhaps of most of the tree trunk and root diseases.

Eighty-three demonstrations in the control of scale and whitefly were conducted in thirteen counties. The purpose has been to demonstrate the minimum amount of spraying required for satisfactory control under given conditions. Natural control of scale-insects and whitefly is claiming more attention from year to year. Several hundred growers have been induced to spray with the red aschersonia culture for whitefly control. It has been demonstrated that natural control of both scale-insects and whitefly is more effective in trees in which a heavy foliage is maintained by proper cultivation and adequate soil moisture supply. Most of the work on rust mite control has consisted in informing growers as to the proper time or stages in developing of a rust mite infestation to spray or dust for best results. This has been done through field meetings, press articles, radio talks, grove visits, and special letters. Forty-two demonstrations in spraying and dusting for rust mite control were conducted.

Three hundred forty-eight meetings and schools of instruction were held in 24 counties, with an attendance of approximately 8,000 growers. All phases of citrus culture were discussed. Thirty-eight grove tours were held in 17 counties, attended by more than 1,000 growers. These tours were made to the various demonstrations and to the Citrus Experiment Station at Lake Alfred. Extension workers in citrus culture took part in more than 400 additional meetings in 25 counties. Fifty-five educational exhibits were made in 17 counties at various points of the citrus belt.

AGRICULTURAL ECONOMICS

This department of extension work, organized in 1930, has two main divisions, namely, farm management and marketing. This work provides for a study of production and marketing practices, these studies to be summarized and used by extension specialists and county agents in carrying out extension programs. Similar studies are also being made by the Agricultural Economics Department of the Experiment Station. The combined records of these two divisions of the College of Agriculture should therefore give a basis for further economic studies and practises to be recommended.

Three kinds of enterprise accounts have been carried on, namely, citrus, poultry, and dairy. The citrus enterprise account provides for a study of grove costs and returns, and thus far has been limited to Polk, Orange, Lake, Highlands, and Manatee counties; of these, only two counties have been sufficiently completed to make a summary.

Poultry account books are prepared to stimulate greater interest in record keeping and to provide similar data from a large number of flocks on production costs and management practices. These studies take into consideration cost of producing eggs, relation of eggs per bird to cost of producing eggs, relation of size of flock to cost of producing eggs, and consider such items as feed, labor, auto, and truck expenses, land equipment, buildings, depreciation, interest, and

miscellaneous items. The records for 12 months, beginning November 1, 1929, show that the feed cost is approximately 50 per cent of the total cost of egg production.

Dairy enterprise records were started in Duval and Marion counties in February, 1931. At the end of 12 months, inventories will be taken, records summarized, and the accounts closed.

Two surveys have been made, namely: (1) Comparative cost of harvesting potatoes by hand and by machine diggers in the Hastings area, and (2) Relative costs of producing corn under various production methods used in West Florida.

- (1) *Comparative Cost of Harvesting Potatoes*: The study of potato harvesting shows that farmers using diggers had a cost of 27.3 cents per barrel as compared to 32.6 cents for those not using diggers.

This study shows that the difference in harvesting cost was relatively small on farms of the same size. The farms using diggers were 11 acres larger than those using rakes. This survey will be more complete when carried out over a number of years, showing the relative cost under varying charges for labor.

The two most important factors affecting costs were size of farm and yield per acre. For farms of like size and having the same yield per acre, the most important factor was securing the greatest output per day for crews using the same operations.

- (2) *Relative Costs of Producing Corn*: Beginning November 25, 1931, records were secured on methods of growing corn used by farmers in West Florida. A report on the findings of this study will be prepared and published during 1932.

MARKETING

The following projects have received attention from the marketing economists:

- (1) Seasonal trend of cucumber prices by grade, Sumter and Levy Counties.
- (2) Hog prices by grade and season.
- (3) New York auction price of tangerines for the seasons 1927-28 through 1930-31. Data for this study were obtained from the files of the Florida Citrus Exchange, Tampa.
- (4) Potato marketing and containers.
- (5) Truck transportation in handling farm products and laws affecting motor truck transportation.
- (6) Advisory work with cooperative marketing organizations.
- (7) Conferences and meetings on agricultural credit.

The seasonal trend of prices for cucumbers is downward. As a rule, prices received by Florida producers become lower and lower until they reach a price where receipts will not pay freight charges. Competition from Texas, Alabama, and other early producing states increases until Florida cucumbers are forced out of the market.

Hog prices were studied from data secured from 19 marketing organizations, 15 of which were cooperative, from Swift and Company, Moultrie, Georgia, and from the National Stock Yards, Jacksonville. These studies show that the spread between farm prices and packers' prices seems to be narrower than for-

merly, largely because of better quality and marketing facilities. The prices paid for Florida hogs are usually best during the early months of shipment. September prices were 2 cents to 3 cents higher per pound than December-January prices.

New York auction prices of tangerines for the seasons 1927-28 through 1930-31 were studied. The spread between the price of large and small tangerines was less during the 1929-30 season than the season preceding or the season following, probably because of a smaller crop. In 1928-29, the 120 size brought 57 cents per strap more than the 250 size. The three-year average shows that the 144 size brought the highest price of all sizes, and the 250's brought the lowest, the difference being 87 cents. The three-year average price for 120's was 34 cents higher than for 250's.

This three-year study shows that when Florida has a large crop the price declines as the season advances but the larger sizes fall faster than the smaller ones. This study was also made for the purpose of getting an idea of the advisability of thinning tangerines. The results indicate that the practice will probably pay if the crop is large, thereby eliminating the small sizes, but during seasons when the crop is small, thinning does not seem to offer the same economic advantages.

A study was made in the Hastings, LaCrosse, and Bunnell sections to compare the double-headed barrel, the bushel crate, and sacks. The double-headed barrel is the principal container used in the largest producing area. The bushel crate is used in South Florida, while the 100-pound sack is used almost exclusively in West Florida. The data collected show that for the present, the double-headed barrel is most suited for the Hastings, LaCrosse, and Bunnell areas, while in the West Florida potato area, the barrel seems to be less suited to the market than the 100-pound sack. This study would indicate that market requirements have determined very largely the type of container. There is an inclination, however, on the part of buyers to vary the containers used in all sections. This is particularly true during seasons of low prices and heavy supplies, when the buyers are looking for a greater number of small markets.

There has been a demand on the part of growers for cooperative marketing organizations. With this in view, the Extension Service and State Marketing Bureau, in cooperation with the Federal Farm Board, have assisted with the organization of cooperatives for vegetables, pecans, and peanuts.

Two outlook reports were issued during the year by the Extension Service, one including the National outlook report for all commodities, the second report being confined to Florida and data secured from the Bureau of Agricultural Economics and reports by the State statistician. These reports were placed in the hands of county agents and farmers for their guidance in making out programs in 1932.

RODENT CONTROL

By a cooperative arrangement with the Bureau of Biological Survey, United States Department of Agriculture, a specialist was assigned to Florida during 1931 at the request of vegetable growers on the Lower East Coast. The destructive work of rodents in that section has caused serious damage for years. During the season of 1931 preparations were made for campaigns to destroy

rats in the vegetable fields of the Lower East Coast. A sweet potato bait has proved very satisfactory in this. Large quantities of rats were destroyed by the use of this bait and through a systematic handling of the poison, it has resulted in no loss of beneficial bird or animal life. The entire expenses of this project have been provided for by the Bureau of Biological Survey. It is proposed to extend this work into the vegetable producing area of the Everglades and other sections where rodent control is a serious problem.

HOME DEMONSTRATION WORK

The biennium closes with home demonstration work being conducted in thirty counties under the leadership of thirty home demonstration agents and the state home demonstration staff. The work is being cooperatively conducted with local people in 546 communities with a membership of 6,959 women in home demonstration clubs, and 8,968 girls in 4-H clubs. These clubs meet each month for instruction from the home demonstration agents upon timely subject matter. The president and one delegate from each club form a county-wide council to assist in development of the work throughout the county. Delegates from these county councils form state councils that function to advantage in excellent leadership development and home demonstration work throughout the state.

Home demonstration agents are responsible for numerous activities. During the biennium, home demonstration agents made 23,954 home and farm visits; held 18,118 meetings with an attendance of 292,739; gave 77 radio talks, had 6,599 news articles published; conducted 159 educational tours with an attendance of 22,520; held 307 achievement days where exhibits were on display with an attendance of 56,809; trained 666 teams of girls who gave public demonstrations; conducted 19 camps for women with an attendance of 658 and 47 camps for 4-H club girls, with an attendance of 3,116.

In the development of project activities emphasis was placed on a "Live-at-Home Program." This dealt directly with the home garden and orchard, the poultry flock and the milk supply first as a part of good nutrition for the family and second as a means of increasing the family income. In addition to the food and feed proposition our "Live-at-Home" program dealt with a more abundant living for the farm family.

There has been an increasing and widespread interest in home gardening during the biennium. Agents have given 14 per cent of their time to the promotion of this phase of home demonstration work. Many individual reports show it was the home garden which supplied, in addition to fruits and vegetables in the daily diet, cash for the purchase of other necessities. During the last year of the biennium one agent states that the 4-H girls in the county who reported on their work realized a profit of \$2,741 on their gardens. The women demonstrators of the same county realized a profit of \$4,396.10. There is considerably more interest in the calendar orchard than previously. The number of fruit trees planted in the calendar orchards during the biennium exceeded those of previous years by several hundred, but the outlay of cash in securing desirable plantings keeps the number from increasing as rapidly as it should.

Although the poultry industry is reported to have decreased during the

biennium, it grew in importance among home demonstration women and 4-H Club girls. Reports from 23 counties show that the women who reported their operations realized an aggregate profit of \$100,221.39 on their poultry flocks during the biennium. In learning the poultry business, 1,986 4-H Club girls worked with 83,440 birds during the biennium. The poultry demonstrations conducted followed directions supplied by the home demonstration agents and the state poultryman in baby chick growing, proper sanitation, housing, feeding, culling, breeding, and all phases of flock management. The home demonstration agents gave 8 per cent of their time to the development of this phase of the work. It is felt that the State Home Egg-Laying Contest and the National Egg-Laying Contest and poultry judging contests by boys and girls have stimulated interest in better management of the flock.

As there develops a better understanding for the need of clean, wholesome milk and dairy products in the diet, home dairying receives a little more interest from the women and girls. For instance, in 1930, the agents reported only 47 women and 16 girls as carrying demonstrations and keeping records in this phase of the work, while in 1931 reports show that 145 women and 32 girls did this work. During 1931 four and one-half times as many method demonstration meetings were held as for the previous year. The women enrolled in home dairying during the biennium had 709 cows in their demonstrations and from them realized a cash saving of \$22,177. Each year there is an increasing number of reports to the effect that most of the home demonstration homes have enough milk and butter to supply all home needs. Alachua County gives such a report from 136 women this year. In Escambia County it was found that 95 per cent of the members had a plentiful supply of milk.

With a view to bringing about a greater consciousness of the value of milk as a food and the false economy of doing without it, the agents have this year given 326 days of their time in this connection. Demonstrations were given in the preparation of milk dishes, including milk drinks, soups, creamed meats and vegetables, desserts, cheese dishes, and the care of milk and milk utensils in the home. The agent in Santa Rosa County reports making arrangements for eight families to have the use of cows for the feeding and caring for them.

The agents have had more calls for information along the lines of foods and nutrition during the biennium than any other phase of the work. They have given 13 per cent of their time in promoting the serving of well-balanced, economical meals, satisfying and attractive foods, school lunches that provide for growth and protection, and in showing the need for producing poultry, garden, orchard, and dairy products on the farm to meet the family nutritional needs.

With economy an important item to be considered in connection with feeding the family and with the needs of variety another item, more special work was given in preparation of vegetables, fruits, dairy and poultry products and to home baking than for several years. There was greater participation in planning food budgets and budgeting food expenditures than ever before. Five thousand, four hundred and forty-five women made special study and conducted demonstrations in foods and nutrition during the biennium. There were 5,557 girls who did special work in food selection and preparation, and 3,491 who conducted food preservation demonstrations to supplement the fresh products. It is evident by requests for information, enthusiasm at demonstration meetings,

and by the well-filled pantry shelves that there has been more attention given to food conservation work than at any time since during the World War. In addition to the work with fruits, vegetables, dairy and poultry products, work with the preparation and preservation of fish was especially carried on in several of the coast counties. Emphasis has been given to the value of honey in the diet. Emphasis has been given to the value of home baking, from both an economic and nutritional standpoint.

There were 4,703 mothers who followed instructions in improving home-packed lunches during the biennium. There were 231 schools where recommendations from the agents were followed in the preparation of a hot dish or school lunch for 39,829 children.

Health, posture, and demonstration team contests are instrumental in helping to keep the 4-H girls alert to nutritional needs and good health practices. The state health winners during the biennium scored in the blue ribbon group of the National Contest with a score of 95.2. The highest score was 95.9.

Over a period of several years home demonstration agents have at various intervals sponsored county products dinners. A great deal of local pride and interest have been aroused by these dinners given by the Home Demonstration Councils. Products taken from their gardens, poultry flocks, dairies, and pantries provided excellent food of great variety and proved to the people themselves that there is a live-at-home program well under way in Home Demonstration work.

Amazing are the splendid reports given by women in connection with the marketing of home products. They are encouraged to market only high-grade, uniform products. Those products that have been marketed during the biennium consisted chiefly of poultry and poultry products, canned goods, dairy products, fruits and vegetables, plants, baskets of native materials, Christmas wreaths of native materials, and home-baked goods. Records were kept in five counties of sales of dairy products amounting to \$2,470.98; in six counties of fruit and vegetable products amounting to \$37,101.63; in four counties of poultry products amounting to \$31,540.71; in twelve counties of home canned and craft products amounting to \$25,233.12. During the first year of the biennium a total of \$31,362.05 worth of home products were made of which records were kept; while during the second year this number increased to \$37,615.34.

Florida State College for Women has cooperated magnificently in the purchase of products furnished in sufficient quantity for use in its dining room. One county alone sold over \$4,000 worth of dressed poultry and over a thousand cans of delicious soup mixture to the College. The dietitian is most complimentary in her comments regarding these products.

Clothing is a phase of home demonstration work that continues to have interest among the greatest number of women and girls. There were 10,817 the first year of the biennium and 12,873 the second year who carried definite clothing demonstrations throughout each year. The clothing program consisted of selection of materials, construction, renovating, remodeling of garments, planning the wardrobe, budgeting, and standards for buying fabrics and garments. That more thought is being given to expenditures for clothing in relation to income may be determined by the increasing number of individuals who each year plan and use a clothing budget. There were 2,771 who reported doing this during

the biennium. Dress reviews are very popular, interesting, and instructive features of 4-H Girls' Short Course and of the women's part of Farmers' Week.

Through cooperation received from the Bureau of Child Hygiene, special lectures and demonstrations on child care and training were given daily during Farmers' Week and before club and rally day programs in several counties of the state. Some of the agents have followed up this beginning by having various women assigned topics to study, report, and to lead discussions for a few minutes during regular monthly meetings. Among the subjects chosen for study have been obedience, habit formation, feeding, and play equipment.

Successful home gardening, poultry production, home dairying, and the marketing of the surplus of these products make home improvement work more easily accomplished. When the agent can help to increase the family income, she is in a better position to discuss methods for home improvement. The home improvement work under the leadership of the specialist in home improvement has continued to see a splendid growth through the year.

Special attention has been given to open green lawns, shrubbery, foundation plantings, yards planted according to a plan, improvement of appearance of buildings and fences. The home improvement specialist has stressed this phase of home demonstration work particularly in connection with home improvement work. The economist in food conservation has stressed it so far as plantings are concerned from the standpoint of creating more interest in growing things. Agents have held plant exchanges, led groups of people to woods for native shrubbery, arranged with nurserymen for special rates for members of home demonstration clubs to post orders and secure prices that could be afforded, particularly for rose bushes.

The county flower idea has been a means of getting both women and girls, engaged in home demonstration work, to plant flowers and perennials. Each one is expected to have the county flower growing about her home. Special shows for exhibiting the county flowers have created much enthusiasm in the various counties, and this has spread to others than club members. During the biennium, 5,207 women and 7,524 girls have conducted demonstrations in beautifying home grounds.

Home engineering is a part of the home improvement program which proceeds more slowly, because of the expense involved. However, reports show that during the biennium agents assisted 974 families with house planning problems. There were 66 houses constructed and 303 remodeled according to plans furnished by the agents. It is the aim to furnish information which will be helpful in building or remodeling according to a plan that will save time and energy, protect health of the occupants, and result in well-built and attractive buildings of all kinds. Reports show 325 sewerage disposal systems, 242 water systems, 44 heating systems, and 137 lighting systems installed. There were 303 poultry houses and 196 other buildings remodeled according to plans furnished.

It is gratifying to see the interest that women and girls are taking in the home management programs which pertain to every-day housekeeping activities. These programs deal with keeping home accounts, budgeting expenditures, buying, use of time, obtaining right kind of labor-saving equipment and methods of home laundering and care of the house. There were 1,613 women and 1,439

girls the last year of the biennium who worked definitely with some of these problems. The use of pedometers convinced many women of the need for rearranging or securing new equipment. During the first year of the biennium there were 1,268 and during the second, 3,066 homes that reported results in making adjustments in home making to gain a more satisfactory standard of living.

The women and girls conducted 9,467 demonstrations in home furnishings during the biennium, thereby adding materially to the attractiveness of their homes. As a result, the living room in hundreds of Florida homes is now an attractive gathering place for the family and a place conducive to the development of a higher type of life. While kitchens and living rooms have probably received more attention, other rooms and the house as a whole came into a study for this part of the program. Special attention has been given to walls, floors, woodwork, repairing and remodeling of furnishings, selection and arrangement of furnishings.

In programs brought before all home demonstration club members, junior and adult, emphasis is given to the necessity for good, every-day housekeeping, and cleanliness of interior and exterior of homes. During the biennium there were 1,201 homes screened, and in 2,933 others, methods were employed of controlling flies, mosquitoes, and other insects, as recommended by the agents. Tours, educational trips, and home improvement contests have helped to increase improvements along definite lines.

Securing of club houses for club and community meetings became a realization in 96 communities during the biennium. There were 351 pageants or plays presented by club members. There were recreation programs developed in 429 communities. There were 365 communities assisted in definitely improving hygienic practices as a community undertaking. There were 143 school or other community grounds landscaped according to recommendations from home demonstration agents. A total of 545 communities were assisted in developing various community activities according to particular needs.

A report of the state short course for 4-H Club girls, College 4-H Club, and scholarships to Florida State College for Women will be found in the state home demonstration agent's report to the President of the Florida State College for Women.

During the biennium, trips were awarded to the outstanding girls in each of the main phases of home demonstration work for attendance at the National 4-H Club Congress in Chicago, where the girls competed in national contests. The two girls scoring highest each year in rural leadership and various other phases of 4-H Club work, were given trips to Washington, D. C., for attendance at the National 4-H Club Camps. These out-of-state trips were financed by commercial concerns, railroads, and the State Department of Agriculture.

WORK AMONG NEGROES

Extension work for negroes is provided for in the Smith-Lever Act of 1914 and subsequent acts of Congress and is carried on in the sixteen Florida counties having the largest negro farming population. The men's work is conducted in eight counties: Alachua, Columbia, Gadsden, Hamilton, Jackson, Jefferson, Marion, and Suwannee. The work is supervised by one district agent (colored)

far men's work and one district agent (volunteer) for women's work. Their work includes the adoption of improved practices for negro farmers. The county programs vary according to the agricultural operation of the farmers. The subject matter used by these agents corresponds with that used by the white agents. The same general practices in fertilization, culture, livestock production, and marketing apply to farms operated by negroes. During the past biennium greater emphasis has been placed on a production program for negroes that will provide an ample supply of food and feed so that good living standards can be maintained where the sale from farm products returns a much smaller income than in former years. Extension work by the negro agents is conducted on from 1,200 to 1,500 farms each year. Much assistance is given by local county leaders who assist the county workers in carrying out their approved programs. The Florida A. and M. College for Negroes has cooperated in an excellent way with programs, short courses, room accommodations, and in supplying headquarters for the negro district agents.

Home demonstration work among negroes is conducted along the same lines as for the white people. The programs emphasize production, food conservation, food preparation, thrift, renovation of clothing and household furnishings, sanitation, health, home improvement and utilization of native materials which otherwise usually go to waste. The counties having negro home demonstration agents are: Duval, Hillsborough, Madison, Marion, Leon, Orange, St. Johns, and Sumter. The negro district home demonstration agent who supervises the work of the county workers has headquarters at the A. and M. College, and receives excellent cooperation from that institution. Reports show that during the biennium, home demonstration work among negroes was conducted in 109 communities. The enrollment of negro demonstrators during the last year of the biennium was 983 women and 1,574 girls.

RECOMMENDATIONS

The Agricultural Extension Service is confronted with an inadequate system of financing the work in counties. Cooperative work as conducted by county and home agents for the betterment of agriculture is the basis of all agricultural extension work, and under the present system of financing is entirely dependent on the action of boards of county commissioners in making tax levies to provide funds for the employment of county extension agents. Therefore the present expenditure of state and Federal funds becomes ineffective in any county in case the county boards fail to appropriate, regardless of programs under way or amounts of Federal and state moneys already expended. These difficulties have been more in evidence during the last two years than ever before, on account of uncertain financial and political conditions in almost every county of Florida. The county's part of the salary of county and home agents has been reduced 50 per cent in several counties, and in other counties it has been discontinued entirely. Since the boards make up their budgets once a year and changes in board members occur at intervals, this very great uncertainty makes it impossible to carry on a constructive program or to assure the continuation of the work in any county for a longer period than the board can cooperate. This situation is too often controlled by political situations over which the

Extension Service has no control, regardless of efficiency or the program agreed upon.

This situation also endangers the Federal appropriations, for without state cooperation to supply a substantial part of needed funds for county work, Federal Funds cannot be allotted to Florida for extension work. This situation can be corrected only by providing a state millage tax or a direct appropriation, thereby relieving the boards of county commissioners of the necessity of providing a tax levy for extension work.

It is further recommended that in the building program of the University of Florida provision should be made for having all extension specialists and supervisory agents in one building or central location on the University campus. The present system, whereby the state home demonstration headquarters are located at the Florida State College for Women, decreases the efficiency of the service.

Respectfully submitted,

WILMON NEWELL, *Director.*

THE COLLEGE OF COMMERCE AND JOURNALISM

To the Presidents of the University.

SIR: I beg to submit herewith the following report on the activities of the College of Commerce and Journalism for the biennium ending June 30, 1932, together with the needs for the biennium beginning July 1, 1933.

ENROLLMENT OF STUDENTS

The College of Commerce and Journalism has made steady growth during the past two years. Table I shows the number of students registered in this College during its entire six years of existence. Figures are arranged so as to show the number of students by classes, the total number of students registered, and the total number of graduates. It will be observed that registration from 1929-30 to 1930-31 increased from 503 students to 564 students, or 12.1 per cent. The increase from 1930-31 to 1931-32 has been from 564 students to 595 students, or 5.4 per cent.

TABLE I.

THE NUMBER OF STUDENTS BY CLASSES, THE TOTAL NUMBER OF STUDENTS, AND THE NUMBER OF GRADUATES IN THE COLLEGE OF COMMERCE AND JOURNALISM FROM 1926-27 TO 1931-32.

Year	Freshmen	Sophomores	Juniors	Seniors	Adm. Specialists	Total	Graduates
1926-27	136	128	69	8	12	353	8
1927-28	165	90	58	20	8	341	25
1928-29	163	122	79	31	12	397	27
1929-30	212	131	96	34	10	503	39
1930-31	219	184	89	65	7	564	37
1931-32	242	174	102	54	13	595	50

The number of freshmen during the biennium has remained approximately the same. There has been an appreciable increase in the number of sophomores and in the number of juniors. The number of seniors increased in 1930-31 as compared with 1929-30, but decreased by one in 1931-32. The number of students graduating in 1931-32 decreased slightly as compared with 1930-31. But the increase of graduates during both years over 1929-30 is almost 50 per cent. In general the College of Commerce and Journalism during the past biennium has retained more of its sophomores, juniors, and seniors, and has greatly increased the number of its graduates.

The increased registration of students in the College of Commerce and Journalism has occurred in spite of higher standards of scholarship. During the past two years this College has not only strengthened its entrance requirements, but it has also elevated its standards of scholarly achievements. Students unfit for business or newspaper occupations, as exhibited either by lack of mental ability or by improper performance of tasks, are not tolerated. While no attempt has been made to limit specifically the number of students registering, every effort has been put forth to improve the quality of the student body and to exact of each registrant the highest rate of individual performance.

INCREASE IN STUDENTS BY DEPARTMENTS

Another way to see the growth of the College of Commerce and Journalism during the past biennium is to analyze registration figures by departments.

This College has two departments under authority of the Dean; the Department of Economics and Business Administration, and the Department of Journalism. Each department has a four-year curriculum leading to a degree. Table II shows the number of students by classes, the total number of students, and the total number of graduates for the degree of Bachelor of Science in Business Administration, and for the degree of Bachelor of Science in Journalism from 1926-27 to 1931-32. It will be observed that, whereas 442 students in 1929-30 were registered for the Bachelor of Science in Business Administration, in 1930-31 this number increased to 497, and in 1931-32 to 528, or an increase during the past two years of about 20 per cent. The number of graduates in Business Administration has increased from 35 in 1929-30 to 51 in 1931-32, or 45 per cent.

TABLE II.

THE NUMBER OF STUDENTS BY CLASS, THE TOTAL NUMBER OF STUDENTS AND THE NUMBER OF GRADUATES IN BUSINESS ADMINISTRATION AND JOURNALISM FROM 1926-27 TO 1931-32.

BUSINESS ADMINISTRATION

Year	Freshmen	Sophomores	Juniors	Seniors	Adult Students	Total	Graduates
1926-27	184	132	82	8	17	343	8
1927-28	160	81	56	26	4	247	22
1928-29	143	129	65	29	19	239	26
1929-30	178	120	87	46	9	442	35
1930-31	211	142	81	58	5	497	52
1931-32	233	136	87	58	12	528	51

JOURNALISM

Year	Freshmen	Sophomores	Juniors	Seniors	Adult Students	Total	Graduates
1926-27	20	16	6	0	2	44	0
1927-28	13	9	8	4	2	46	2
1928-29	18	12	11	2	2	45	1
1929-30	24	17	9	0	1	51	4
1930-31	28	22	8	7	2	67	5
1931-32	27	18	15	6	1	67	5

The total number of students registered for the degree of Bachelor of Science in Journalism has increased from 61 in 1929-30 to 67 in 1931-32, or 9.8 per cent. The number of freshmen during both years of the biennium has shown a decrease as compared with 1929-30. The number of sophomores and the number of juniors, however, have increased during this period. The number of seniors and the number of graduates has remained about the same.

Table III shows the percentage of students registered for the degree of Bachelor of Science in Business Administration and of Bachelor of Science in Journalism from 1926-27 to 1931-32. The number of students registered in Business Administration as compared with those registered in Journalism has

TABLE III.

PERCENTAGE OF STUDENTS REGISTERED FOR THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, AND THE BACHELOR OF SCIENCE IN JOURNALISM, FROM 1926-27 TO 1931-32.

Year	Business Administration	Journalism	Total
1926-27	86.96	11.14	100
1927-28	87.53	12.47	100
1928-29	86.86	13.14	100
1929-30	87.85	12.15	100
1930-31	88.15	11.85	100
1931-32	89.84	10.16	100

remained about the same during the entire six-year history of the College of Commerce and Journalism.

Another insight into the growth of the College of Commerce and Journalism during the past two years is an analysis of the aggregate number of students from all the colleges in the University enrolled in the courses offered by the Department of Economics and Business Administration and the Department of Journalism. Data concerning the first department are shown in Table IV.

TABLE IV.

THE TOTAL NUMBER OF STUDENTS TAKING COURSES OFFERED BY THE DEPARTMENT OF ECONOMICS AND BUSINESS ADMINISTRATION FROM THE VARIOUS COLLEGES OF THE UNIVERSITY IN 1930-31 AND IN 1931-32.

	1930-31	1931-32
College of Arts and Sciences.....	190	191
College of Agriculture.....	31	31
College of Education.....	118	118
College of Engineering.....	81	81
College of Pharmacy.....	7	22
School of Architecture and Allied Arts.....	7	8
College of Law.....	1	6
Graduate School.....	1	10
COLLEGE OF COMMERCE AND JOURNALISM.....	2,881	3,019
Total.....	2,891	3,025

This table shows that the Department of Economics and Business Administration instructed 2,881 students in 1930-31 and 3,019 students in 1931-32. Of course, the overwhelming number of students were registered directly in the College of Commerce and Journalism. It will be seen, however, that the Department served 191 students in the College of Arts and Sciences in 1931-32; 31 students in the College of Agriculture; 118 students in the College of Education; 81 students in the College of Engineering; 22 students in the College of Pharmacy; 8 students in the School of Architecture and Allied Arts; and 10 students in the Graduate School. With one or two exceptions, the figures exhibit an appreciable increase over the figures for 1930-31. The College of Commerce and Journalism, as this table indicates, serves the entire University.

Table V shows the total number of students registered for courses in the Department of Economics and Business Administration since 1926-27.

TABLE V.

AGGREGATE NUMBER OF STUDENTS ENROLLING IN ALL COURSES OFFERED BY THE DEPARTMENT OF ECONOMICS AND BUSINESS ADMINISTRATION.

Year	Total No. Students
1926-27.....	1,186
1927-28.....	1,523
1928-29.....	1,634
1929-30.....	2,525
1930-31.....	2,881*
1931-32.....	3,019*

*These figures are based on number of students enrolled at end of courses rather than at beginning as in previous years.

As will be observed, the total number of students taking courses offered by the Department increased from 2,525 in 1929-30 to 2,881 in 1930-31 and to 3,019 in 1931-32, an increase during the two-year period of almost 20 per cent.

The Department of Economics and Business Administration enrolls annually an aggregate number of students larger than any other department in the

University. Table VI shows the ten largest departments in the University as of the year 1931-32.

TABLE VI.

The Total Number of Students Enrolled for Courses Offered by the Ten Largest Departments in the University of Florida in 1931-32.

Department	Students Enrolled
ECONOMICS AND BUSINESS ADMINISTRATION	1,819
English	1,635
Law	1,065
Mathematics	1,630
Chemistry	1,637
Education	1,399
History and Political Science	1,158
Mechanical Engineering	761
Physics	655
Biology and Geology	636

The Department of Economics and Business Administration tops this list by almost 600 students.

The Department of Journalism has shown a similar growth in the total number of students registered for the courses it offers. Table VII shows the changes in student enrollment which have occurred in the Department since 1926-27. The number of students enrolled increased from 258 in 1929-30 to 399 in 1931-32, or 29.8 per cent.

TABLE VII.

The Total Number of Students Enrolled in All Courses Offered by the Department of Journalism from 1926-27 to 1931-32.

Year	Total No. Students
1926-27	125
1927-28	172
1928-29	214
1929-30	258
1930-31	318
1931-32	399

The size of the Department of Journalism as compared with eight other departments of the University is presented by Table VIII.

TABLE VIII.

The Total Number of Students Enrolled in Courses Offered by Nine Selected Departments in the University of Florida in 1931-32.

Department	Students Enrolled
French	464
Civil Engineering	437
Modernistic Arts	417
Architecture	415
JOURNALISM	399
Speech	299
Electrical Engineering	275
Sociology	250
Horticulture	237

The College of Commerce and Journalism is destined to grow during the next two years as it has grown during the past two years. This College exists for the purpose of educating the young men of Florida to become business executives, to assume the increasing responsibilities of business ownership, and to act in the capacity of business specialists. Likewise, it exists to educate Florida's young men to become newspaper owners, managers, and editors.

The College of Commerce and Journalism, of course, does not profess to produce finished products for the newspaper and business worlds. Its various training programs are not designed as substitutes for business and newspaper experience; they are designed to provide instruction that will give those who expect to enter business and newspaper vocations a solid foundation upon which to build, and to assist them in shortening the period of apprenticeship through which every occupational recruit must pass. Those who have learned business or newspaper fundamentals in the College of Commerce and Journalism must become finished business and newspaper men by actual practice, just as those who have learned the principles of law or medicine in other colleges become finished lawyers and physicians by actual practice.

According to the U. S. Bureau of the Census, there were 51,463 men in Florida in 1930 ten years of age and over gainfully employed as owners, managers, and officials in the field of agriculture, including forestry and fishing. There were 6,561 men of similar age and similar positions gainfully employed in Florida in 1930 in transportation and communication, in the manufacturing and mechanical industries and in the extraction of minerals, and 39,209 men engaged in trade, including banking, advertising, insurance, retailing and wholesaling.

The College of Agriculture exists primarily to educate students for agriculture. The College of Engineering trains students for transportation and communication, for the manufacturing and mechanical industries, and even for the extraction of minerals as well as for the regular vocations of professional engineering. But the College of Commerce and Journalism also offers courses of direct interest to those who expect to enter occupations in these various fields. In addition to the technical aspects of agriculture and engineering, there are also the business aspects. In all of these occupations there is certainly a core of scientific business knowledge which must be included in every program of instruction. In many of the occupations, if not in all of them, definite specialized training programs, in addition to this core, with major emphasis on the business aspects and minor emphasis on the technical aspects, are essential. Many students in the College of Commerce and Journalism plan to enter directly into the fields of agriculture, transportation and communication, and manufacturing. This is especially true of transportation and communication and manufacturing, since, during the past two years the College of Commerce and Journalism has been offering to its students a four-year training program in combination with engineering, looking toward the preparation of recruits for administrative and selling positions in railroad, public-utility, and manufacturing enterprises.

The average working life of men in business pursuits is approximately 30 years. If Florida is to maintain a supply of 51,463 men engaged in the upper levels of agriculture, including forestry and fishing, then it would need annually, provided it desired to have college graduates as owners and managers of all its farms, 1,715 graduates from the College of Agriculture, since approximately one-thirtieth of 51,463 will die each year.

Assuming that the College of Engineering, exclusive of the College of Commerce and Journalism, were to train all students for transportation and communication, for the mechanical and manufacturing industries, and for the

extraction of minerals, it would need, provided Florida desired to have all college men on the upper levels in these industries, to turn out 215 graduates each year, or one-thirtieth of 6,561 officials, superintendents, and owners in these fields, to say nothing of the requirements of the other fields of engineering.

Assuming that the College of Commerce and Journalism trains students primarily for the occupation of modern trade, to maintain 39,209 officials, owners and executives in such fields as banking, advertising, insurance, retailing and wholesaling, it would need to graduate, again provided Florida desired to have all college-trained persons in these vocations, 1,306 students each year.

Moreover, according to the U. S. Bureau of the Census, there were in Florida in 1930 four hundred and ninety-eight editors and reporters exclusive of women. If the average length of the working life of men in newspapers, as well as in business pursuits, is thirty years, then Florida needs, to maintain this supply on a college level, an annual number of graduates in Journalism equal to 16, or one-thirtieth of 498.

With these calculations in mind, let us turn to the record of the College of Commerce and Journalism and see to what extent it has met the foregoing requirements. Assuming that Florida should have college-trained men in all the higher occupational levels of business, the College of Commerce and Journalism instead of graduating from 8 to 32 students in Business Administration every year during the past six years should have graduated 1,306 students for modern trade alone. In addition, it should have participated with the College of Agriculture and the College of Engineering in producing annually 1,715 graduates for agriculture and 215 graduates for transportation and communication, for the mechanical and manufacturing industries, and for the extraction of minerals. Instead of graduating from 3 to 5 annually in Journalism, it should have graduated at least 16.

The College of Commerce and Journalism also cooperates with the College of Law. This cooperation takes the form of a six-year program of study for students who desire ultimately to enter the College of Law and become lawyers. Students register for this program during the first three years in the College of Commerce and Journalism; when they have fully satisfied the academic requirements of those three years, they may register in the College of Law. When students have, after entering the College of Law, satisfactorily completed one year's work in law, they may offer this year's work as a substitute for a fourth year in the College of Commerce and Journalism, and receive the degree of Bachelor of Science in Business Administration. This course in combination with law is offered because the practice of law today necessitates familiarity with economic principles, accounting, finance, and trade, as well as with the elements of law, legal procedure, and adjudication of disputes. An increasing number of students every year are choosing this way to enter the College of Law.

It is predicted that the College of Commerce and Journalism will continue to grow with the same rapidity that it has exhibited in the past. In 1929, the Dean of the College predicted that the enrollment for 1930-31 would be 540. The actual enrollment was 564. He predicted in the same year that the enrollment in 1931-32 would be 580. The actual enrollment was 595. Because of the lack of employment opportunities during the current business depression, and in

account of the fact that Florida high schools have in general had the largest graduating classes in their history, with a larger percentage of those graduates consisting of boys, it is predicted that the enrollment in the College of Commerce and Journalism for the academic year of 1932-33 will increase to 625 students, and for 1933-34 to 650.

THE NUMBER OF FACULTY MEMBERS

In spite of the fact that the number of students registered in the College of Commerce and Journalism during the past biennium has greatly increased, the number of faculty members has remained the same. Table IX shows the number of staff members classified as to rank and the percentage of the total in each rank in the College of Commerce and Journalism from 1926-27 to 1931-32. While the number of staff members increased rapidly from 1926-27 to 1929-30, the period when the College was getting started, the total number has remained the same during the past biennium.

CHANGES IN THE FACULTY

The only permanent change in the faculty of the College of Commerce and Journalism during the past biennium was the appointment of A. Stuart Campbell, M.A., Ph.D. (Virginia), as Associate Professor of Economics and Foreign Trade and Director of the Bureau of Economic and Business Research. During the academic year of 1931-32 the following regular members of the staff were given leaves of absence: E. J. Enig, Professor of Journalism; W. T. Hicks, Instructor in Economics and Economic Geography; and Fred Ward, Instructor in Accounting. Professor Enig, under an exchange professorship arrangement, spent the year at Stanford University in graduate study and teaching. Professor Buford O. Brown, from Stanford University, took his place. Professor Enig returns at the close of the academic year of 1932-33 and will resume his place on our faculty for the year 1933-35. Professor Brown returns to his former position at Stanford.

To take Instructor Hicks' place during 1931-32, Sigismund deR. Dietrich, Ph.D. (Clark University), was appointed as Instructor in Economic Geography. Instructor Hicks will return to his regular place on the faculty in the fall of 1932-33. Instructor Ward was given leave of absence to work with Haskell and Sells in New York City. He will probably ask for a continuation of this leave of absence for another year. Haskell and Sells is a national firm of certified public accountants. Instructor Ward is using his leave of absence to secure active practice in the field of professional accounting. George Nunez, B.S.B.A., from the College of Commerce and Journalism, has been taking his place.

During the second semester of 1931-32, Associate Professor H. B. Dolbears, was given a leave of absence to finish his doctor's degree at Cornell University. C. A. Curtis, Ph.D. (University of Chicago), took his place as Visiting Professor of Finance. Professor Curtis is a member of the faculty of Queen's University at Kingston, Ontario, Canada.

PROFESSIONAL IMPROVEMENT OF FACULTY MEMBERS

During the past biennium the members of the faculty of the College of Commerce and Journalism have engaged in activities looking toward their professional improvement. As has already been indicated, Professor Enig has spent a year of graduate study at Stanford University. Instructor Hicks has been engaged in graduate study for a year and two summer quarters at Northwestern University; he hopes to secure his doctor's degree at the end of the summer quarter of 1932. Instructor Ward, by working with Haskell and Sells, has been improving his professional standing as an instructor in accounting and hopes to return to the University of Florida not only with practical experience but also with a certificate of public accountant. Associate Professor Dolbear hopes to complete his doctor's thesis and secure his Ph.D. from Cornell University at least by January, 1933. Assistant Professor J. P. Wilson pursued graduate study at the University of California during the summer of 1931. Associate Professor H. C. Hurst has spent two summer sessions at Ohio State University during the past biennium. He has about completed his requirements for the master's degree in economics. Assistant Professor James E. Chace, Jr., has had one summer session at Ohio State University and is spending the summer session of 1932 there. He is working toward the degree of doctor of philosophy. Instructor P. C. Scaglione has been working on his master's degree at the University of Florida. He hopes to secure this degree in June, 1933. Professor Howard Dykman has spent the past two summers in Europe studying economic and social changes.

RESEARCH ACTIVITIES OF FACULTY MEMBERS

The faculty in the College of Commerce and Journalism has been keenly interested in research during the past biennium. Several staff members have been engaged in various types of research projects. The Dean, in addition to acting as Chairman of the Research Committee of the Florida State Chamber of Commerce, as Chairman of the Research Committee of the recently organized Southeastern Council, and as a member of the Southern Regional Committee of the Social Science Research Council, has been appointed to make a study of business education in the Southeast. This study is a part of a larger regional social study directed by H. W. Odum of the University of North Carolina, under the auspices of the Southern Regional Committee of the Social Science Research Council. This larger study, which concerns the capacity of the South to support higher education and other social movements, is being financed by funds secured from the foundations. The Dean devoted the summer of 1932 to gathering data for his part of the study. He was not a member of the summer session faculty. He will write the results of his investigations during the summer of 1933.

Professor T. C. Bigham, as joint author with Dr. Eliot Jones of Stanford University, has completed his book entitled *The Principles of Public Utilities*. While this is a text-book, its writing consisted largely of original research. The book was published in December by the Macmillan Company. Dr. Bigham has also been working on other research projects but at present has not completed any of them.

Professor M. D. Anderson has continued his studies concerning business fluctuations. He published some of his results in the September issue of the *American Economic Review* of 1931 in the form of an article entitled "Agricultural Theory of Business Cycles." He read a paper, "A Relativity Theory of Capital and Interest," before Section K of the American Association for the Advancement of Science at its meeting in New Orleans in December, 1931. In June, 1932, he read a paper entitled "A Theory of Capital and Interest from the Equation of Exchange" before the Econometric Society at its meeting in Syracuse, New York. Dr. Anderson also completed during the biennium his study of "Measures of Business Activity in Florida." This study was published by the University.

Associate Professor John G. Eldridge has continued his studies in taxation and fiscal policy in Florida. Associate Professor Dolbeare has been working on the development of banking in Florida to be used as a doctor's thesis at Cornell University. Dr. R. S. Atwood was granted leave of absence for the second semester of 1931-32 to cooperate with the Carnegie Institution of Washington in a study concerning geographic factors in the Mayan civilization of Guatemala.

Professor Emig has completed a research project on university press, the results of which appeared in an article in *School and Society* in April, 1931. He has also completed a bibliography of Florida newspapers from 1845 to 1876, which is now awaiting printing by the Florida Historical Society. He has under way a comprehensive study of Florida newspapers for the same period, which he intends to extend itself into a study of journalism of the entire South. To assist with this study the Southern Regional Committee of the Social Science Research Council granted Professor Emig \$250 for field work during the summer of 1932.

The Bureau of Economic and Business Research has made satisfactory progress during the past two years. Dr. M. D. Anderson resigned as Director in the spring of 1930. Dr. A. S. Campbell was appointed in his place and began his services in the fall of 1931. This Bureau is not an organization separate and distinct from the College of Commerce and Journalism; it is rather a unit within a unit, or a sort of a clearing house for the research activities of the faculty members of this College. No specific appropriations have ever been made for its operation. It has completed and published four research projects during the past two years. The titles and authors of these projects are as follows: *Measures of Business Activity in Florida*, by Montgomery D. Anderson; *Forewarnings of Bank Failure*, by Harwood B. Dolbeare and Merle O. Burnel; *Studies in Forestry Resources of Florida: Timber Conservation I*, by A. Stuart Campbell and E. M. McCracken; *The Lumber Industry II*, by A. Stuart Campbell and R. C. Unkrich. Other projects are under way and will be completed and published from time to time.

The Department of Economics and Business Administration has pushed its graduate work during the past two years. In the fall of 1931 the Department decided, with the approval of the Graduate Council, to offer only a *Master of Arts* with a major in Economics. The *Master of Science in Business Administration* was discontinued. The Department is to give 24 semester hours of graduate courses, strictly of graduate level. These changes mark a real step

forward in graduate study in Economics. During 1931-32 we granted four master's degrees to students in Economics and Business.

CURRICULAR REVISIONS

During the past biennium the College of Commerce and Journalism has revised two of its curricula and added a third. The curriculum added was a curriculum in combination with Engineering. In designing this curriculum, a careful study was made of the needs for students who expect to go into administrative and selling positions in public-utility, manufacturing, and railway enterprises. It was decided that those desiring to prepare for these positions could not adequately prepare themselves either by taking Engineering alone or by taking Business Administration alone. Consequently, the four-year curriculum was set up, combining Engineering and Business Administration. Students registering for this curriculum enroll directly in the College of Commerce and Journalism. The first two years consist largely of Engineering courses offered by the faculty of the College of Engineering. The last two years are devoted almost altogether to courses in Business Administration. When the course is completed, the student is awarded the Bachelor of Science in Business Administration. The curriculum went into effect in the fall of 1930. Twenty-nine freshmen registered for the curriculum the first year. Eighteen freshmen registered for the curriculum last year. It is not yet known how many of these will finish the curriculum and secure the degree. The curriculum is an experiment. We shall watch its operation with interest during the next two or three years.

When the College of Law adopted its new regulations for admission, which are to be put into effect in September, 1933, it became necessary for the College of Commerce and Journalism to revise its curriculum in combination with Law. A committee was appointed for this purpose, a representative of the faculty of the College of Law being asked to act as an advisor. After long deliberations and careful scrutiny of every course to be included in the curriculum, the Committee recommended its proposed revision to the faculty, and the faculty approved it. The principal changes made were as follows: first, two years of English are required instead of one; second, one year of mathematics instead of a half-year; third, two years of accounting instead of one year; fourth, students are required to complete 133 rather than 104 hours; and fifth, students are permitted after finishing the first, instead of the second, year of Law to substitute this year of Law for the fourth year of Business Administration and receive the degree of Bachelor of Science in Business Administration.

This revised curriculum greatly strengthens the offerings in Business Administration. This college during the past two or three years has prepared many students for the College of Law. In the new curriculum every attempt has been made to include the courses which will be of most benefit to students who expect to become lawyers. It is felt that the new curriculum will offer to students the best possible combination of courses in preparation for the practice of law, especially corporation or civil law.

Likewise, the curriculum in Journalism has been revised during the past two years. Originally, the curriculum was the same during the entire four

years for all students looking toward the newspaper field. In the new curriculum the first two years are the same for all students, and the last two years are divided into two groups. The first group leads toward newspaper writing and the second toward newspaper management.

These curricular revisions represent a distinct advance for the College of Commerce and Journalism. It has been the ambition of this college to be a leader in curricular construction rather than a follower. The addition of the new curriculum in combination with Engineering, the revision of the curriculum in combination with Law and the revision of the curriculum in Journalism all three represent pioneer efforts. We do not know how successful they will become. Especially is this true with regard to the curriculum in combination with Engineering. We propose to watch their operations and make revisions to meet situations as they arise.

THE PLACEMENT AND FOLLOWING-UP OF GRADUATES

The College of Commerce and Journalism has continued to follow its policy of following up graduates. Of course, this work is done in cooperation with the University Bureau of Placements. Every year the College sends out questionnaires to graduates, asking them to give certain items of information. This information is valuable in checking the work of the College and in keeping up with the progress of graduates.

Replies to the 1931 questionnaire are of much interest. The number of graduates to whom the questionnaire was sent was 92. Of the 54 graduates who replied, seven stated that they were unemployed. The following table gives data as to the starting and present salaries of graduates:

TABLE X.

Class	Graduates	Answered	Starting	Present
1926	4	2	\$137.26	\$136.32
1927	7	5	131.25	136.25
1928	24	11	137.31	146.54
1929	26	15	135.11	146.11
1930	37	21	133.55	133.55

This table shows that the average starting salaries of graduates of the class of 1926 and of the class of 1929 were much higher than the average starting salaries of the class of 1930. The average starting salary of all graduates from which replies were received was \$131.94. The average present salary of all graduates is \$142.45.

Out of 54 students from whom replies were received, 23 stated that they were following the group or major course which they pursued while in the University. Students were asked to indicate the courses taken in the University which had been of most value to them thus far in their experience. Fifteen students gave first choice to Accounting; four to Business Law; three to Business Mathematics; seven to Economics, and three to Business Psychology. As to second choices, eight students listed Accounting; three, Business English; three, Business Policy; five, Economics; two, English; three, Financial Management; and four, Salesmanship.

Graduates were asked to list the courses that had been of least value. Nine students listed Foreign Language; seven, Chemistry; and seven, Statistics.

Thirty-four students indicated that they favor more specialization in our curriculum; eighteen students indicated that they did not favor more specialization. Seventeen students indicated that they would recommend more Arts and Sciences courses, while 21 students recommended less Arts and Sciences courses. Twenty-one students indicated that they would recommend more courses offered in Technique. Forty-one students indicated that their education had already proved to be worthwhile to them; twelve students indicated that it had not proved to be worthwhile.

Graduates were asked to indicate what part of their education proved of most value to them; i. e., class work, contacts, or social value of a degree. Thirty-two indicated class work; thirty-one, contacts; and twelve, social value of a degree. Forty-three students indicated that they found no hostility towards college graduates upon the part of business or newspaper men; five indicated that they had found some hostility. Thirty indicated that they were at present satisfied with their positions; seventeen indicated that they were dissatisfied.

STUDENT ORGANIZATIONS

The College of Commerce and Journalism has five student organizations. Three of these organizations are in Business Administration and two are in Journalism. The organizations in Business Administration are Delta Sigma Pi, Alpha Kappa Psi, and Beta Gamma Sigma. The first two organizations are honorary professional commerce fraternities; the third is an honorary scholarship fraternity. These organizations have been functioning in efficient fashion during the past biennium and have rendered more than passing service to the College.

The Florida Chapter of Sigma Delta Chi, international professional journalism fraternity, has engaged in many projects of value both to the University as a whole and to the Department of Journalism. It not only engages in issuing various newspapers in the state periodically, but during the past year has broadcast programs over WRUF. Many of the outstanding editors of Florida are honorary members of this fraternity. The Fourth Estate Club, a journalistic organization to which all students who are taking Journalism are eligible to membership, is functioning very actively on the campus. It has joined with Sigma Delta Chi in carrying on activities of journalistic nature and has done a great deal in fostering an enthusiastic spirit among the students.

NEEDS OF THE COLLEGE OF COMMERCE AND JOURNALISM

The needs of the College of Commerce and Journalism are of two varieties: first, needs pertaining to personnel; second, needs pertaining to quarters. The needs pertaining to personnel concern primarily salaries and promotions. The majority of the faculty members of this College have exhibited a great desire to advance professionally during the past biennium, as has already been indicated by the number pursuing further graduate study either by leaves of absence or by utilizing their summers for this purpose, and by the number pursuing productive research. While it is realized that the present trying economic era through which we are passing makes it difficult to secure funds for the promotion of staff members, the University should, I feel, face this

problem in a vigorous way. It was necessary to decrease salaries six per cent last year. In spite of this decrease, the faculty members have reacted to their work in a favorable way and have proceeded to improve themselves at great personal sacrifice. The University of Florida cannot continue to progress and retain its best and most productive scholars unless provisions, even in times of depression, are made for merited salary increases and for merited promotions in rank.

Salary scales in the South have always been lower than salary scales in other sections of the United States. When we have good research men or good lecturers we should make financial provisions for keeping them. While economic motives are not the chief motives actuating most college professors, economic motives play a large part and cannot be ignored. Staff members feel that they cannot afford to stand still as earners of income. This is especially true of young men. They are willing to give the best they have, but they expect the University to make reasonable provisions for an environment in which they may advance economically as well as professionally.

When the College of Commerce and Journalism was organized in 1926-27 the Dean adopted the policy of building a faculty out of young men. Instead of bringing high-salaried mature scholars here and ranking them as full professors, he brought in young men at moderate or lower salaries and gave them moderate or lower ranks. He attempted to give them opportunity not only to make themselves but in turn make the college. The entire faculty of this college, with the exception of the Dean, is made up of men under 40 years of age. They came to us because they wanted a young and growing institution in which to start and to achieve success. Several of them have already attracted more than passing notice. They have done good teaching and at the same time have begun to make reputations in the field of research. It is highly desirable that provisions be made for keeping them in the University. Unless we are in a position to raise their rank and increase their salaries during the next two or three years, this college is going to be seriously crippled, if not permanently set back, in the pursuance of its policies to serve effectively the State of Florida and to make a high record in the field of American collegiate business and newspaper education.

While length of service should have some weight in promoting faculty members, I feel that promotion should depend largely on merit. When faculty members do a good job of teaching, when they engage in productive research, or when they otherwise serve the University in a distinctive fashion, their promotion should be more rapid than those who merely attempt to do their tasks and achieve little or no distinction in any way. Even in these trying times I feel that the policy of promotion and salary increases should not be entirely abandoned. I am fully aware of the seriousness of the present economic depression. I realize the difficulty of securing funds for any sort of expansion; but a university must take a long-run point of view. It does not belong to any one age or to any one generation. Its greatness depends entirely upon its personnel. It has been frequently pointed out that buildings and grounds do not make a university. Our success or our failure is going to depend upon the type of faculty members we secure and the effectiveness they exhibit both in research and in teaching. During the next two or three years, I feel that we

should put forth every effort to retain the faculty members which show promise and to make provisions for their promotion.

The College of Commerce and Journalism should have additional funds for research. This is especially true of the Bureau of Economic and Business Research. Needs for economic research in Florida are great. The State needs research both in general and in agricultural economics. It does not know with any degree of exactness what either its actual or potential wealth is; it does not know either its actual or potential income. No scientific studies have been made of the balance of trade, if any, that runs against it. Neither adequate economic investigations of existing agriculture nor future agricultural possibilities have been made. No comprehensive study has been made of fundamental natural resources, manufacturing, taxation, transportation, trade, both domestic and foreign, finance, and tourist facilities.

The Bureau of Economic and Business Research coordinates its work with that of the College of Agriculture and thereby prevents duplication of effort. It is directing or is planning to direct Florida studies in natural resources, in manufacturing, in taxation, in finance, in commerce, in transportation, in tourist facilities, and in many other related fields. While it has had no specific funds allotted to it and while it has been able to make only the merest beginnings, its research activities are of immeasurable value to the State of Florida.

The Bureau of Economic and Business Research could be directly of great value to the business men of Florida if it could publish a monthly review of Florida business conditions. This review might carry data showing trends in current business conditions. While it would not attempt to forecast the future, it would at least give statistics of past business activities and put the business man in a position where he could judge for himself as to the future. Already the Bureau has gathered current statistics on business conditions and is keeping them up to date. If these could be interpreted and published monthly and thereby be made available to business enterprisers in Florida, these business enterprisers might be better able to meet economic changes and save themselves from serious losses.

To show a bit more specifically the economic worth of business research to the State of Florida, a simple illustration might not be entirely out of place. Suppose, for example, the Bureau of Economic and Business Research had sufficient funds to study the operations of retail enterprises in Florida. Such a study might cover the costs of doing business, the sources from which they receive goods, the costs of transportation into the territory which they serve, the types of customers they have, the profits which the least as well as the most successful make, and numerous other operating and managerial activities. The data obtained would give a picture of a sufficient number of stores to indicate to the average retailer what his difficulties are as compared with other retailers in Florida. The data would be so combined that no specific person would be asked to reveal any competitive advantages which he might have. The conclusions drawn would be of general application and would enable retailers to solve their problems, appraise their difficulties, improve their efficiency, and increase their profits. Such a study would not only be of value to retailers themselves, but also of value to the State in making retailers more effective

economic agents in the operation of the State's economic system. Other illustrations of the economic value of research which could be carried on by the Bureau of Economic and Business Research could be readily given, but the foregoing is sufficient to indicate the kind of thing we could do if only adequate funds were available.

NEED FOR NEW QUARTERS

I wish to renew the recommendation, made in each of my last three biennial reports, concerning our needs for new quarters. While we have been given some relief from crowded conditions by access to Bockman Hall, this relief is only temporary. The Dean's office and certain classrooms and offices for certain faculty members are in Language Hall, whereas the remainder of our quarters are in Bockman Hall and Peabody Hall. This separation of quarters interferes greatly with efficiency both in instruction and administration. We should have a building where we could concentrate all of our activities. I can do no better than to refer you to my two previous biennial reports. In these reports you will find a discussion of our building needs in detail. I shall not reiterate them here. Suffice it to say that a building of our own would not only meet the urgent expanding needs of the College of Commerce and Journalism, but it would also relieve the pressure upon existing buildings. Language Hall could be released to other colleges and Bockman Hall could be reconverted to dormitory uses. New quarters for us would mean larger quarters for other divisions and departments. A building for the College of Commerce and Journalism would yield double returns to the University as a whole.

Respectfully submitted,

WALTER J. MATHERLY, *Dean.*

THE COLLEGE OF ENGINEERING

To the President of the University of Florida.

See: The following report of the College of Engineering of the University of Florida for the biennium ending June 30th, 1932, is herewith respectfully submitted.

GENERAL STATEMENT

Most of the historical material in this report was assembled by Professor P. L. Reed, Head of the Department of Civil Engineering, who for the past two years has been Acting Dean of Engineering. The Dean of the College assumed full responsibility for the recommendations herein contained, but grateful acknowledgment is due to Professor Reed for his efficient services in the preparation of much of this material.

The enrollment in the Engineering College has increased more than twenty-seven per cent during the past biennium, while the total number of faculty members has not been increased. A strenuous effort has therefore been necessary to improve the standards in teaching. The curricula which have been in effect for freshmen during 1931-1932 is a distinct progressive step. By the utmost economy of space, some additional room has been gained for laboratory work, but the floor space available for all activities in the College of Engineering is decidedly inadequate.

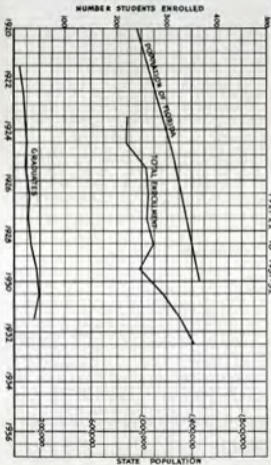
GROWTH IN ENROLLMENT

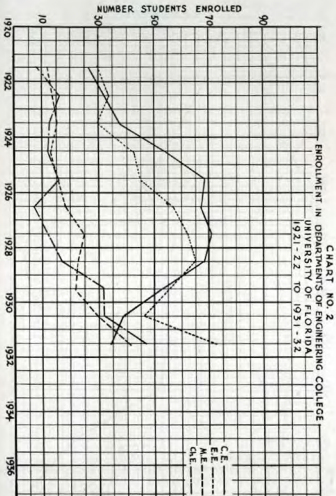
The growth in enrollment in the College of Engineering is clearly shown in Table No. 1 and Chart No. 1. The College has increased from a total of 224 in 1923-24 to an enrollment of 323 in 1931-32, or about 46.5 per cent. The enrollment (see Chart No. 2) in Civil Engineering was 46 in 1923-24; this increased to a maximum of 71 in 1927-28 and has since dropped to 29 for 1931-32. The enrollment in Electrical Engineering has shown a steady increase from 35 in 1923-24 to a maximum of 73 in 1931-32. Likewise the enrollment in Mechanical Engineering has increased from 10 in 1923-24 to 40 in 1931-32, and in Chemical Engineering the enrollment has grown from 10 in 1923-24 to 40 in 1931-32. During that same period the full-time faculty giving instruction in Engineering has increased from 14 in 1923-24 to 15, or 7.1 per cent. During the same period the money available to the College of Engineering varied from approximately \$47,700.00 in 1924-25 to \$51,149.00 in 1931-32, an increase of 7.2 per cent. If we compare the past biennium with the preceding one, we find an actual decrease of from \$69,340.62 in 1928-29, to \$51,148.55 in 1931-32, a decrease of 26.3 per cent.

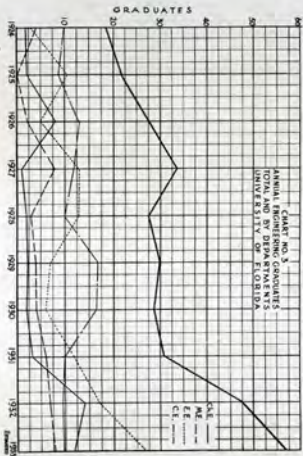
Thus, in the face of an increase of 46 per cent enrollment, the faculty has practically remained stationary and the income actually decreased by 26.3 per cent.

The College cannot maintain its comparative position with the engineering colleges of other state institutions if such policies are continued.

CHART NO. 1
 GROWTH OF ENGINEERING COLLEGE
 UNIVERSITY OF FLORIDA
 1921-22 TO 1951-52







CHANGES IN PERSONNEL

E. F. Smith, B. S. E. E., Florida, 1927, Assistant Professor in Electrical Engineering, has filled since September, 1930, the vacancy caused by the resignation of C. E. Bennett in May, 1930.

C. H. James, B. S. M. E., Florida, 1930, Instructor in Drawing and Mechanic Arts, has filled since September, 1930, the vacancy caused by the resignation of J. H. Herder in June, 1930.

N. C. Harvey, B. S. C. E., Florida, 1930, was temporary Instructor in Civil Engineering during the second semester only, of the year 1930-31. Mr. H. A. Hall carried this work in the year 1929-30.

D. G. Beck, B. S. E. E., a graduate student in Electrical Engineering, was appointed part-time Instructor in Electrical Engineering in September, 1930, to take over the work carried by K. M. McDonald, who was a temporary Instructor in Electrical Engineering during the second semester of the year 1929-30.

MAINTENANCE OF STANDARDS

Raising of entrance standards has caused a decrease in the number of men dropped for failure in studies. Qualifying tests have been given to all applicants for admission to the freshman class, and some of those admitted have been interviewed and advised to enter other colleges; nevertheless, the freshman enrollment has increased.

ENROLLMENT

The enrollment for the College of Engineering by classes for the past two years has been as follows:

	1930-31	1931-32
Seniors	31	48
Juniors	50	62
Sophomores	84	90
Freshmen	119	126
Specials	8	12
Total	292	328

DEGREES GRANTED

During the biennium seventy-nine Bachelor of Science degrees and fourteen advanced degrees were granted in the College of Engineering. Since the organization of the College, there have been granted three hundred and eighty-five Bachelor of Science degrees and forty-three advanced degrees. Chart No. 3 shows how the total number of degrees granted through the College of Engineering has increased since 1924. This chart also shows the distribution of those degrees among the four departments.

DEPARTMENTS

CHEMICAL ENGINEERING

See report covering the Department of Chemistry.

CIVIL ENGINEERING

The teaching staff of the Department of Civil Engineering is composed of four full-time men holding the following ranks: Professor, Associate Professor, Assistant Professor, and Instructor. In addition, a graduate fellow devotes one-half of his time to assisting in laboratories and classes in surveying. The Head of the Department has been acting as Dean of the College of Engineering during the biennium, and the teaching loads have been heavy. A temporary instructor was necessary for one semester.

All laboratories are over-crowded; this is especially true of the hydraulic laboratory. The increase in the number of freshmen has made necessary the formation of additional sections. There is no room for further expansion, and additional equipment is badly needed. A small, inadequate testing laboratory has been installed in the part of Benton Hall from which the old heating plant was removed.

Members of the Department have assisted in engineering work for campus improvement and are doing some research work.

ELECTRICAL ENGINEERING

The work of the Electrical Engineering Department has increased greatly during the biennium. In addition to the regular duties of instruction, the Department staff has given short courses to motormen and radio service men, engineering assistance on various campus projects, direct supervision of the engineering division of radio station WRUF, and has taken an active part in research work.

When the Civil Engineering testing laboratory was moved to the wing occupied by the old heating plant, the room originally used for the testing laboratory was placed at the disposal of the Department of Electrical Engineering for laboratory space.

Considerable time has been given by the teaching staff to laboratory changes, so that the dynamo laboratory with a new switch board and the new arrangement of machinery and other equipment have greatly improved the working conditions and the appearance of the laboratory. The radio laboratory and the calibration and standardizing laboratory have been moved to the new room provided, and much improved. The Department has continued to serve the various electrical utilities and industries by making such tests as have been requested. Special tests are now being made for the State.

The entire work of the Department has been carried by the Head of the Department, one assistant professor, and one part-time instructor. Another assistant professor must shortly be added to the Department staff. The reason for this is clearly shown in Chart No. 1 and Table No. 1. Funds are needed for new equipment and upkeep. Benton Hall is not adapted to modern laboratory use, and the addition to the new building should be constructed as soon as funds are available.

MECHANICAL ENGINEERING

The conduct of the regular courses required for graduation in Mechanical Engineering in the College of Engineering has placed a very heavy load on the Department staff, particularly during the second semester. Ten hours of teaching load scheduled for the Mechanical Engineering Department have been taught by a member of the Department of Drawing and Mechanic Arts. Larger enrollments in the upper classes have also increased the work of the Department. A course in Aeronautical Engineering should be given in this department, but such a course would require an additional instructor and considerable equipment.

MECHANICAL ENGINEERING PERSONNEL

There are three full-time faculty members in the Department: The Head of the Department, an associate professor, and an assistant professor. A student assistant carries six hours of teaching, and a plant operator repairs, maintains, and installs the machinery and equipment for experimental work.

An additional instructor should be provided to carry the present load, since several faculty members are already carrying a teaching load in excess of that recommended by the Board of Control.

The laboratory is being improved as far as funds and space will permit. Some of the larger pieces of new equipment needed would cost more than the whole amount appropriated for equipment for the biennium. The department needs more drawing room space as well as more laboratory space, and the addition to the new engineering building is necessary to improve existing conditions.

DRAWING AND MECHANIC ARTS

The Department of Drawing and Mechanic Arts administers the courses in these subjects in the College of Engineering and conducts some special classes requested by the College of Agriculture and the College of Education.

PERSONNEL

The personnel of this department consists of one Professor, one assistant professor, and two instructors. There is also a mechanic who takes care of the equipment and assists with machine shop classes and with work on the campus. One of the instructors has been giving from six to ten hours of his time to classes in the Department of Mechanical Engineering. The machine shop was slightly enlarged by taking over a part of the space used for the old heating plant, but at present only sixteen students can be accommodated at one time, so that additional space is needed. This is true of all the shops, but particularly the woodshop and the machine shop. Because the equipment is antiquated, the courses cannot be brought up-to-date.

SUMMER COURSES

Many requests have been made for engineering courses in the Summer Session and provision may be made for giving some engineering courses during the summer session. The University of Florida is one of the few institutions having no summer courses in engineering subjects. At many institutions the majority of the work in surveying is scheduled for the summer session. A summer camp of surveying should be established and required of all Engineering students.

SHORT COURSES

In cooperation with the General Extension Division, short courses have been given to groups of technical workers. The courses for electrical metermen, for radio service men, and others interested in radio work have been well attended and have been very beneficial to those who attended as well as the organizations who have sent their men to the University for instruction. Additional courses may be given in the near future. More information concerning these courses will be found in the report of the General Extension Division.

PLACEMENT OF GRADUATES

Until June, 1930, little trouble was experienced in placing all engineering graduates, and in 1930 practically all of the men finally found employment. In 1931 it was difficult to place more than one-half of the graduates. Very few of those graduated in 1932 are at present employed. Business conditions have been much the same all over the country, and graduates from other engineering institutions have experienced the same difficulty. Florida men have found positions in many states and nearly all of them have done well. With the return of normal conditions the placement problem should not be a trouble-some one.

NEEDS

A few changes in the old engineering building, known as Benton Hall, have helped the congestion somewhat, but the general needs of all departments are more space and new equipment. There should be additions to the staff, and a number of the staff are deserving of increases in salaries when conditions permit.

The engineering buildings accommodate the departments of Civil Engineering, Electrical Engineering, Mechanical Engineering, Drawing and Mechanic Arts, and Physics, all of which have laboratories. They provide classrooms for several departments outside of the College of Engineering, the principal offices of the Department of Military Science and an office for two of the members of the Department of Mathematics. The space requirements of the College of Engineering are inadequately met by present facilities. This is true from every angle—class rooms, lecture rooms, laboratories, seminar rooms, and offices are all inadequate. Time is not available in which to make a study to show how inadequate they are in comparison with other state university engineering facilities, but such a study will be made and submitted later.

The roof of the Engineering Building is, after the lapse of six years, a temporary paper one. The interior finish of the offices and class rooms, omitted when the building was built, is still temporary rough unfinished pine. This condition should be remedied at once.

It is also recommended that the North Wing of the Engineering Building be completed. This could be done now for 30 per cent less than the original estimated cost.

Much thought has been given to schedules, duplication of subject matter, limitations of class enrollment, and other items affecting the teaching loads. With an increase in enrollment, some relief will be necessary, and if the rate of enrollment continues to increase during the next biennium as it has in the past, even the present standards cannot be maintained unless additional teaching personnel is provided.

ENGINEERING EXPERIMENT STATION

An Engineering Experiment Station was authorized by the Board of Control in February, 1928, but no funds have been appropriated for the necessary building, equipment, and research workers. The Dean of the College of Engineering acts as Director of the Station. Work on a few projects is being carried on by graduate students and members of the Engineering faculty, who are devoting extra time for that purpose, but very little real engineering research can be done unless present faculty members, who are qualified for research, can be relieved of some of their teaching duties or additional men employed for that work, and equipment provided.

CONCLUSIONS

It is respectfully urged that Engineering education and opportunity in the State of Florida be placed on a parity with that of Agriculture. This is but a matter of common justice and warranted on the following grounds:

1. (a) The total enrollment in the College of Agriculture of the University of Florida is 232 (1931-32).

(b) The total enrollment in the College of Engineering of the University of Florida is 328 (1931-32).

2. (a) The number on the faculty of the College of Agriculture is 21 full-time teachers; 72 are on the Experiment Station Staff.

(b) The total number of full-time teachers on the Engineering Faculty is 15.

3. (a) The total expenditure for the last biennium for Agriculture will be about \$1,200,000.

(b) The total expenditure for the last biennium for Engineering will be about \$113,000.

4. (a) The total number of people in the State of Florida gainfully employed in agricultural pursuits is 133,530.

(b) The total number of people in the State of Florida gainfully employed in manufacturing and mechanical industries is 141,951. (Transportation and communication would add 47,928 more.)

5. (a) The total value of the farm products in Florida for 1930 was approximately \$150,000,000.

(b) The total value of manufactured products for 1929 was \$232,386,427. (This does not include the value of construction in the state, public works, transportation, communication, or professional services rendered.)

6. By the same token those engaged in engineering, construction and manufacturing pay more taxes to the State than do those engaged in agricultural pursuits, yet in the last biennium the budget for agriculture was ten times as much as that allowed for engineering.

Engineering in Florida not only needs but deserves an engineering experiment station building. The State will probably never be able again to obtain such facilities so cheaply. It would add permanently to the wealth of Florida, give employment to the unemployed, and purchasing power to those who use the products of agriculture. Such an undertaking would afford no competition with the farmer, the engineer, the contractor, or the manufacturer, yet it would help them all.

Respectfully submitted,

B. R. VAN LAM, *Dean College of Engineering.*

THE SCHOOL OF ARCHITECTURE AND ALLIED ARTS

To the President of the University.

Sir: I submit herewith the biennial report of the School of Architecture and Allied Arts for the period beginning July 1, 1930, and ending June 30, 1932, together with the budget statement for the biennium beginning July 1, 1933.

GENERAL STATEMENT

The School of Architecture and Allied Arts offers instruction in three fields of activity: architecture, painting, and commercial art.

The courses in architecture present the only opportunity within the state for students who wish to prepare themselves for the design and erection of buildings. Building is now and always will be one of the major industries and is becoming more complex every year, necessitating more thorough preparation as the problems to be solved become more varied and difficult.

Our graduates are successfully competing with men from older and bigger schools of architecture, and the best practitioners in the state have attested to the thoroughness of our training. Recognition of our work by the State Board of Architecture still continues. This board meets at the University annually and is in close touch with our curriculum and methods of instruction.

LOAN FUND

The fund provided by the Florida Association of Architects for worthy, needy students has been of great assistance to several talented men who were in financial distress. To date there have been no losses from loans.

GIFTS

During the present biennium gifts of architectural books have been received from Alvin R. Moore, Architect, Tallahassee, and complete annual files of technical magazines from Mellen C. Greeley, Architect, Jacksonville, both of whom are members of the State Board of Architecture.

EXHIBITIONS

We had two exhibitions during the past year, one in Jacksonville and one in Tampa at the South Florida Fair where we received a first prize for excellence. These exhibitions, I believe, are a service to the people, and we should have at least two more annually, one at Miami and one at Orlando.

FOREIGN STUDENTS

With the discontinuance of the department of Architecture at Miami University, a number of Cuban and South American students will seek a nearby institution. Their attendance here seems desirable and should be promoted.

FACULTY

A professional course such as architecture cannot be adequately presented by men who have not had actual experience in the subjects which they teach. The faculty meets this requirement, and all but one are registered architects.

TEACHING METHODS

I particularly call your attention to the method of instruction pursued in the design subjects which, we believe, liberates the exceptional and brilliant students from the handicap of moving forward at the retarded pace of the average and below-average men. Design is a major professional subject offered each semester throughout the four years. In all of these classes we use the project method wherein each student works on his own project without reference to the pace or quality of others in any way. His research is individual; his instruction is personal. The results are so markedly successful that I commend it to your attention and investigation.

GROWTH AND NEEDS

The growth of the School of Architecture and Allied Arts exceeds, in percentage, that of the University itself. During the seven years since the courses were first offered three hundred and eighty-four students have enrolled, an average of fifty-four per year. In addition, we have had sixty-six students from other colleges enrolled for one or more subjects.

The attic which we have used is no longer adequate. We are in dire need of a well-lighted room for drafting and commercial art, and I earnestly request that consideration be given to this need. An attic room with one small window at the end is not a proper place to hold drawing classes.

The item for permanent equipment is exceedingly small and should be increased in keeping with other and older departments. We are in need of books and other permanent equipment for the work in all three divisions.

The annual meeting of the Associated Schools of Architecture should be attended by at least one member of the faculty each year; otherwise we lose contact with the march of progress in Architectural education. I hope this item may be included in the budget.

Respectfully yours,

RUDOLPH WEAVER, *Director.*

THE COLLEGE OF LAW

To the President of the University.

Sir: I submit the following report of the condition, progress, and needs of the College of Law, with recommendations for a budget for the biennium beginning July 1, 1933.

GENERAL STATEMENT

The advancement indicated in the last report of the College has been retained. Classes have benefited by being sectioned, as shown by better scholarship, and courses instructing in "local and concrete law" have been improved. The local course on Damages has been expanded. Practice Court work has been sharpened by combination with Trial Practice. The course in Bankruptcy has been enlarged to include Creditors' Rights, and a special Practice Court has been organized therein. The curriculum continues to be enriched by insertion of new courses in the summer session, taught by members of the resident faculty. Air Law, for example, was offered for the first time in 1932, and the literature of the subject is being acquired by the Law Library, which offers increasing assistance to students.

Minor changes in admission rules have been put into effect: e. g., the elimination of certain subjects of slight intellectual content and the requirement of a *C* average in the academic college work accepted for admission. But the major accomplishments to date have been the inauguration of a course in Legal Research and the adoption, effective September, 1933, of distinctly higher entrance requirements.

LEGAL RESEARCH

The College is among the first law schools to offer for credit a course in Legal Research. The purpose of the course is to enable students to specialize in legal problems of particular interest to them, to acquire a grasp of the technique of legal investigation, and to do more creative work than ordinary courses in Law permit. Careful regulations insure ample work for the credit offered. No more than three credits may be earned by a student in one semester, but he may be admitted to the course for a second semester. To be eligible for this work, second-year students must have a grade-point average of at least 1.5, and third-year students a grade-point average of at least 1.0; and they must be approved by the faculty.

Each student taking the course is required to make an original study of the subject he selects, under the guidance of the member of the faculty in whose field it falls. Such studies become the property of the College, and two type-written copies thereof must be submitted as part of the course. Suitable studies will be submitted by the College to law journals for publication.

The course was first offered the second semester of 1931-32, and by the end of the semester the following studies were completed and approved:

"Amendments Generally under the New Florida Chancery Act," Rose E. Freidlin.

"Common Courts in Florida," Matt M. O'Brien.

"Compulsory Insurance of Bank Deposits," Carson F. Sinclair.

"Florida Equity Practice Cross Reference Charts and Exhibits," Joe Clint Jenkins.

"Lien of Federal Judgment, Lis Pendens and Execution," Jas. M. McEwen.

"Marketable Title in Florida," William A. McRae.

"The Opening Statement," John T. Wigginton.

"Pleading Conditions Precedent in Insurance Policies," Michael O'Brien.

"Quasi Contractual Liability of Municipal Corporations," S. S. Weiss.

"Tort Liability of Married Women," Jas. M. Smith.

The course in Legal Research imposes considerable added labor on the faculty, but it promises many benefits. By it the College hopes to be of service to the *Journal of the Florida State Bar Association*, to encourage investigations of problems of local law, and to get material for the bettering of old courses and the construction of new ones.

HIGHER ENTRANCE REQUIREMENTS

December 15, 1931, the faculty adopted the following resolution:

"Effective September 1, 1933, to be admitted to the College of Law of the University of Florida as a candidate for a law degree, the applicant must:

(1) Have received a degree in arts or sciences in a college or university of approved standing; or

(2) Have fully satisfied the academic requirements for a degree in a combined course in the University of Florida."

The resolution was approved by the University Council, President, and other governing agencies, and notice thereof has been published by the College and University. The College thus enjoys the distinction of being the first institution in the South and the sixteenth in the United States to adopt so high an admission requirement. Last year the law school in attendance ranked fourth in the South, and twelfth among all state university law schools. Last summer, among such schools, its enrollment stood third in attendance in the South and eighth in the nation. During the twenty-two years of its existence, the College of Law has had, including summer sessions, an aggregate enrollment of 3,637 students, and it has graduated 661.

For some time the faculty considered how to increase the usefulness of the College. Having recently imposed its curriculum, it wished to work with better prepared students. It was encouraged to take this step by the fact that a number of its graduates have expressed the wish for more academic preparation. Leaders of the Florida bar have approved the policy, which also is in line with that of the American Bar Association. Additional academic training will produce men more economically resourceful and better equipped, after their legal training, to deal with the complex problems of today.

That these higher requirements are approved by progressive thought is shown by the following quotations, which could be multiplied. Albert I. Harno, President of the Association of American Law Schools, says: "We who advocate higher standards believe that these standards tend to sift the aspirants to the profession so that those who finally are permitted to enter are better fitted ethically and mentally for its responsibilities. There is not involved here the question of educating the masses, with which position I have much sympathy.

but of educating professional people who will go into communities to take places of trust and confidence." Even more vigorous are the words of Judge Benjamin N. Cardoso, recently appointed to the Supreme Court of the United States: "Everybody understands that it requires educational equipment to perform an abdominal operation or to command a battleship. On the other hand, most people imagine that a voluble talker is already a lawyer and that any brave man can command a regiment. Little by little it will be recognized that West Point is no more rigorous than it ought to be and that a law school of the most exacting sort is not an affront to democracy, but is necessary to the very life of the Republic."

PROBABLE EFFECT UPON ATTENDANCE

Consideration of future needs makes it desirable to estimate the probable effect of this high entrance requirement upon attendance. The attendance in 1929-30 was 204; in 1930-31, 209, suggesting that the decline due to the depression is over. The attendance of 1932-33 doubtless will be stimulated by the new requirements of September, 1933. Since those beginning their pre-law studies in 1931 will, if successful, be eligible to enter the summer session of 1933, but not the fall session, we should expect an abnormally large summer enrollment in 1933. After that, of course, it is speculation; but the record of the past should throw some light upon the future.

In 1912 the College, requiring two years of high school work for admission, had fifty-three students. In 1913, requiring three years of high school work for admission, it had seventy-seven students. In 1914, requiring four years of high school work for admission, it had seventy-one students.

In 1916, requiring a two-year law course for graduation, the College had eighty-two students. In 1917, requiring a three-year law course for graduation, it had forty-six students; but by 1919, it had ninety-eight students. In 1922, requiring four years of high school work for admission, the College had 227 students. In 1923, requiring one year of college work for admission, it had 196 students. In 1924, requiring one year of college work for admission, the College had 229 students. In 1925, requiring two years of college work for admission, it had 210 students.

In 1926, requiring sixty semester hours of academic college work for admission, the College had 271 students. In 1927, requiring sixty-eight semester hours of academic college work for admission, it had 275 students.

It thus appears that higher requirements in the past have not materially restricted the attendance of law students and that there has been a vitality in the desire for law on the part of the young men of Florida that will not be stayed.

ANNOTATING THE RESTATEMENTS

The American Law Institute is very desirous of having its *Restatements of the Law* in all its branches locally annotated. Local annotations make the *Restatements* much more valuable to lawyers. The State Bar Association also wishes these annotations. The work involved is enormous. Professor George W. Thompson, experienced in law research, has annotated for Florida 177 sections of the *Restatement of Contract*, a treatise which the Institute began in June, 1923. This summer, 1932, for the consideration of \$600 allowed by the President and Board of Control, he is endeavoring to finish annotating this subject.

This work is important; it will improve the law; it is desired by the bar. But it cannot be done by our teaching faculty; it is too much; it will demoralize instruction. Other schools attempting it have larger faculties. If agreeable to the authorities and if assistance can be provided, I should be willing and glad to have the local annotating done here and to supervise it. If this is to be done, provision for it should be made in our budget.

LIBRARY

The law library now (July 1, 1932) has 10,765 volumes. Sets of books acquired since the last report include:

- Canadian Reports*
- Cox's Criminal Cases*
- Ohio Miscellaneous Reports*
- Tennessee Chancery Reports*
- Complete Pennsylvania Law Review*
- Air Law Review*
- United States Aviation Reports*
- Shepard's Citator for all Reporter Systems*
- Duplicate Set Compiled General Laws Florida*
- Duplicate Set Corpus Juris—Cyc*
- Blashfield's Cyclopaedia of Automobile Law*
- Hughes' Federal Practice—Jurisdiction and Procedure*
- Jones' Law of Mortgages*
- Thompson's Law of Corporations*

Although the library is relatively small (10,000 volumes are now required of schools in the Association of American Law Schools, together with an expenditure of \$2,000 per year), its books are well selected and arranged for service, with ample citations, digests, and indexes to legal periodicals, and students are given expert assistance and training in the use of these. Special effort is made to have the library meet instructional needs. Professors are requested to recommend books that may be helpful in their courses. The library subscribes to the *Air Law Review* and the *United States Aviation Reports*, in order to have source material for the study of this new subject. It desires also to augment its sets of leading law journals for the sake of the scholarly researches therein contained.

Increased use is being made of the library, and the work in Legal Research depends on it entirely. It serves as a laboratory for the course in Legal Bibliography, or the Use of Law Books, and is indispensable to the work of the Practice Court.

SUMMER LAW SESSION

The summer law session has saved money for students by enabling them to finish their courses without the interruptions of long vacations. It has enabled seniors to graduate in August who otherwise could not graduate until the following January. The record of summer graduates is: 1927, 2; 1928, 6; 1929, 11; 1930, 10; 1931, 15. The aggregate summer attendance for this period is 361.

Conservatively speaking, because of the higher law entrance requirements effective September, 1933, there will be over one hundred summer law students

in 1933. Unless they can be admitted to the College and cared for, it will mean that, depending on their course, they will have to spend one or two more years in preparation.

The College is proud of its summer session and has offered therein a number of special courses not given during the regular session. Since its inauguration, it has ranged from first to third in attendance in the South. In 1931 it ranked fourteenth in attendance among all the summer schools of the Association of American Law Schools in the United States. A few illustrations follow:

SCHOOL	ATTENDANCE	PROFESSORS
Alabama	60	5
Colorado	63	8
Cornell	63	7
Emory	32	5
Illinois	51	4
Kentucky	43	5
Mercer	22	5
North Carolina	81	5
Vanderbilt	29	4
Florida	61	4

ECONOMICAL ADMINISTRATION

I am thoroughly in accord with an economical administration of the College and have been in the past. For this reason it is difficult without disaster to reduce the budget below that of last biennium.

The law library appropriation is necessary in order to meet the requirement of the Association of American Law Schools.

My last report, responsive to a feeling among lawyers that the College should be represented at the meetings of certain legal organizations, requested a small sum for traveling expenses for this purpose. In the interest of economy I am omitting this item and asking only for the fee for membership in the Association of American Law Schools and for the traveling expenses for one delegate to the annual meeting of the Association.

During the last biennium, in view of the aerial position of Florida, the desirability of membership for the College in the American Academy of Air Law was brought forcibly to its attention. The cost of membership would be \$50 per year and some money for traveling. I have not felt free to include this item, desirable as it would be; if, however, the University feels able to bear this expense, it should be added to our budget.

As this report indicates, the budget of the College has been cut to the bone. No item has been inserted with the idea that, after reduction, enough would remain. This is true, although for 1930-31 the law fees returned to the state amounted to \$8,003.23; for 1931-32, \$6,326.65. This is true, although for 1930-31 the College had 5.5 per cent of total University instructors and taught 8.4 per cent of total University credit hours; for 1931-32 it had 5.2 per cent of total University instructors and taught 8.0 per cent of total University credit hours. The College has the desire for increased usefulness and prestige, as shown by matters discussed for which no items are included in its budget. It is cognizant, however, of conditions making it desirable to operate on the smallest amount possible and is cooperating to this end, looking forward to expansion in the near future.

Respectfully submitted,

HARRY R. TRULLER, DEAN.

THE COLLEGE OF PHARMACY

To the President of the University.

Sir: I respectfully submit the following report on the progress of the College of Pharmacy during the period beginning July 1, 1930, and ending June 30, 1932, together with the recommendations and the budget for the biennium beginning July 1, 1933.

GENERAL STATEMENT

This report is made in accordance with the Constitution of the University which sets forth the organization of the College of Pharmacy as follows:

- I. The Department of Chemistry
- II. The Department of Pharmacognosy and Pharmacology
- III. The Department of Pharmacy
- IV. The Chemistry-Pharmacy Library
- V. The Medicinal Plant Garden.

There is, however, certain information concerning the College as a whole which will be presented before taking up its various divisions.

During the biennium ending June 30, 1932, thirty-one degrees were awarded. Seventeen students were granted the diploma of Graduate in Pharmacy, nine the degree of Bachelor of Science in Pharmacy, and five the degree of Master of Science in Pharmacy. Each department of the College now has students taking work toward the Ph.D. Degree, which, like the Master's Degree, comes properly under the jurisdiction of the Graduate School.

The enrollment of the College during the year 1931-32 was sixty-four, while approximately 1,000 students pursued courses in the Department of Chemistry, which is administered by the College for the entire University.

Henceforth, the College will offer only the four-year course leading to the degree of Bachelor of Science in Pharmacy, the last class in the three-year course having been enrolled in September, 1931. This has been done in accordance with better standards and in keeping with the educational policy of the American Association of Colleges of Pharmacy of which organization the College is a member. The old four-year curriculum has been revised and improved, the result being the best course of study that we could devise.

The student organizations, such as honorary Fraternities and other societies, continue to promote scholarship and interest in Chemistry and Pharmacy. Last year one of our students won the \$200 Fairchild Scholarship in a competitive examination open to students of Pharmacy in other colleges of the American Association; and this year a student majoring in Chemistry won a \$500 scholarship award granted annually by the Honor Society of Phi Kappa Phi.

The Curator has been able to help other departments of the University in purchasing where quantity discounts were obtainable. He has also cooperated with the Maintenance Department in the buying of many articles by the chemical name instead of the trade name, thus effecting a great saving.

The appearance of the building has been improved by the painting of most of the rooms and halls, and the installing of electric light fixtures, which have

been needed for many years. However, most of the laboratory floors are still in their original rough condition. Mastic should be placed upon them as soon as funds are available.

The work in Chemistry, Pharmacy, Pharmacognosy and Pharmacology is now greatly hampered by the lack of sufficient space. The most pressing needs are presented later in this report in their appropriate places. During the past year it was necessary to use rooms in two other buildings for teaching purposes, so inadequate were our quarters. We are, therefore, crowded beyond our capacity.

In the final preparation of the budget the amounts originally requested have been cut down wherever practicable and have been made as low as possible on the basis of the requirements for former years. Certain items were cut too low for the biennium now closing, and in a very few cases a slight increase was necessary. Most of the increase is covered by laboratory and heretage fees. During the past year we collected more fees than the estimate called for, and for this reason we could not use all our collection for the purchase of supplies. In some cases our stock is, therefore, low.

PERSONNEL OF THE FACULTY

The faculty of the College of Pharmacy is exceptionally strong. Six members of the Chemistry staff and all the professors of the branches of Pharmacy hold the degree of Doctor of Philosophy in their respective fields. The faculty as a whole is outstanding in scholarship, character, and leadership. One member is now President of the American Association of Colleges of Pharmacy, the highest honor that American pharmaceutical educators can jointly confer. Another is Vice-Chairman of the National Conference on Pharmaceutical Research and Vice-Chairman of the Science Section of the American Pharmaceutical Association. Another served as Chairman of the Plant Science Seminar, 1930-31.

Among the fifty scientists—chemists, pharmacists, physicians, pharmacognosists and pharmacologists—elected to membership on the U. S. Pharmacopoeial Revision Committee, XI, 1930-40, two of them were chosen from our faculty. One professor has served as Chairman of the Florida Section of the American Water Works Association, and another as Chairman of the Florida Section of the American Chemical Society, since the last report. Other cases of leadership might be cited.

The changes in the personnel of the faculty during the period covered by this report are as follows: R. C. Goodwin resigned his Assistant Professorship in Chemistry to accept another position in 1930. The vacancy was filled by the appointment of C. B. Pollard, Ph.D., Purdue. S. M. Thomson, M.S., Florida, and L. M. Ellis, Ph.D., Johns Hopkins, were appointed to Instructorships in Chemistry in 1931. Professor A. P. Black has been granted a semester's leave of absence beginning September, 1932, to complete the work for his doctorate. A. M. Muckenfuss, Ph.D., Johns Hopkins, will act in his place until he returns.

Although the teaching schedule of some of our professors is now heavy and some of them deserve advancement, no additions to the faculty or promotions are recommended for the ensuing biennium on account of our economy program.

RESEARCH WORK

In addition to their regular schedule of teaching, the members of the faculty have carried out a program of research, some of it independent, some with the aid of graduate students, the more important types of which follow:

DEPARTMENT OF CHEMISTRY

Research work in this department has progressed very satisfactorily, as shown by the following types: (1-3) Acyl derivatives of ortho-aminophenol, I, II, III; (4) Preparation and study of cerium organic compounds; (5) Preparation and study of derivatives of piperazine; (6) Revision of critical data on 25 organic compounds for the seventeenth edition of the Handbook of Chemistry and Physics; (7) New uses of vanadous salts in analytical chemistry; (8) Work as committeeman, Revision U. S. Pharmacopoeia XI (1930-40); (9) Some reactions of pinene using aluminum chloride as a catalyst; (10) Construction and use of a new type of column still for vacuum distillation; (11) The physical properties of turpentine from selected trees of slash and long-leaf pine (with U. S. Government); (12) The use of tung oil in brush lacquer and bodying of tung oil; (13) Clays (in cooperation with the State Geologist).

DEPARTMENT OF PHARMACOLOGY AND PHARMACOLOGY

Research work in the Department of Pharmacognosy and Pharmacology concerned: (1) Effect of climatic features on the menthol content of Japanese peppermint; (2) Quality of spearmint oil produced in Florida; (3) Collection of medicinal plants in Florida, Bulletin No. 45, State Department of Agriculture; (4) A study of *Listris* species of Florida; (5) A study of *Coptis occidentalis*; (6) A method for obtaining alcohol-soluble extractive of benzoin and myrrh (in MS.); (7) Effect of light, shade and fertilizers on alkaloid content of *Stramonium*; (8) Continuation of culture of volatile oil-bearing plants and analysis of oils produced in Florida; (9) Revision work on the U. S. Pharmacopoeia, XI; (10) Potency of ergot vs. sine; (11) The colorimetric assay of digitalis; (12) The effects of anticholinergics on host; (13) Antidotes for aconite poisoning.

DEPARTMENT OF PHARMACY

The research activities of this department have increased to include the following: (1) Investigation of the stability of hydriodic acid (two papers); (2) The stabilization of Donovan's solution; (3) Analysis of arsenous iodide; (4) The preparation of enteric coated capsules; (5) The antiseptic value of phenol ointments; (6) The alkaloids of *Argemone alba* (wild poppy of Florida); (7) The oleoresin of *Pinus monticola*.

In each case new information was obtained and in some cases the results were of great value, as in the development of a formula for phenol ointment having marked antiseptic properties, whereas the U. S. P. formula in use over the country had been found to have no antiseptic value according to tests made in the government laboratories.

DEPARTMENTS

DEPARTMENT OF CHEMISTRY

The enrollment in this department, including all branches of Chemistry, was 867 when last reported, and attention was then called to the crowded condition of the laboratory of general chemistry. The increased enrollment (now about 1,000 undergraduate and graduate students) has over-crowded all the laboratories. For example, during the year just closed there were 660 students assigned to the Laboratory of General Chemistry, with only 336 desk lockers and 125 portable box lockers, and there were 85 students in Physical Chemistry, with only 46 lockers available for use. This condition has necessitated different students using the same individual apparatus and in some cases has caused a certain amount of confusion. These conditions could be remedied by the completion of the eastern portion of the south laboratory, which would give ample space for General, Qualitative, Organic, and Physical Chemistry.

The principal additions that have been made to the equipment of the Department may be summarized as follows: (1) new desks for the laboratories of Physical and Organic Chemistry, of Chemical Engineering and of research; (2) several valuable pieces of research apparatus from the Drake Laboratory; (3) a liquid hydrogen sulphide outfit; (4) sufficient platinum ware for our present needs; (5) potentiometer equipment; (6) twenty-four units of Kjeldahl equipment; (7) new model Lantz colorimeter; (8) valuable additions to the experimental water treatment plant.

AGRICULTURAL CHEMISTRY

The adoption of the elective system by the College of Agriculture in 1930 has been one of the means of greatly strengthening the work in Agricultural Chemistry. Students majoring in Agricultural Chemistry are required to take a total of thirty-seven hours of Chemistry, and may elect additional hours under certain conditions. They are also required to take mathematics through calculus, two years of French or German, one year of Physics, one year of Botany and one semester of Bacteriology, in addition to various courses in Agriculture. The present course in Agricultural Chemistry is the best we have yet offered and provides the students with as thorough a foundation as is possible in four years of work.

Besides watching after the particular interest of Agricultural Chemistry, the professor of that subject also teaches Quantitative Analysis and certain graduate courses. He is a member of the Standing Committee on Graduate Work of the College of Agriculture, and during the period covered by this report has directed the research of four graduate students pursuing courses for the Master's Degree.

The Professor of Agricultural Chemistry is Chairman of the University Short Course in Water Treatment offered through the General Extension Division. The second course, given in April, 1933, was attended by seventy-three students, including several from out of the state. Owing to financial conditions prevailing in 1932, no short course was offered, but the Professor conducted a round table discussion on water purification problems at the sixth annual meeting of the Florida Section of the American Water Works Association.

It is believed that the equipment for teaching and for research in the field

of water chemistry is equalled by few and surpassed by no American university at the present time. Plans for the ensuing biennium include new graduate courses in Quantitative Analysis and Biochemistry.

CHEMICAL ENGINEERING

The most noteworthy developments in our chemical engineering branch during the period covered by this report are: (1) the greatly increased enrollment; (2) the revision of the curriculum; (3) the introduction of graduate courses.

Chemical Engineering is now next to the largest of the several branches of engineering in the University. In the year 1931-32 there were fourteen seniors, eleven juniors, and twenty-three sophomores. It is very likely that the sophomore class of the coming year will contain thirty chemical engineers.

During the year 1931-32 we operated under the new curriculum, which, it is believed, compares favorably with that offered by any institution in America. In preparing this curriculum, we were guided to a considerable extent by the recommendations of the American Institute of Chemical Engineers, which is making an effort to standardize Chemical Engineering education in the United States.

Our records show that, since 1921, well over fifty per cent of our graduates in Chemical Engineering have taken one or more years of graduate work. Since many of the students desired graduate courses in Chemical Engineering, it was necessary for them to go to other institutions for such courses. This situation will be remedied by the graduate courses in Chemical Engineering that we propose to offer beginning with the new biennium.

The Professor of Chemical Engineering makes a strong plea for suitable laboratory space and equipment, and for an assistant professor of Chemical Engineering. He estimates that a building 60' x 40' and two stories high is needed. His equipment is by no means what it should be. Especially desirable at this time is a double effect vacuum evaporator. This piece of equipment will cost about \$2,000. The appointment of an assistant professor would relieve the heavy load now carried by the Professor, so that graduate courses in Chemical Engineering could be undertaken and more time would be available for research work in this field. However, we shall carry on the work during the coming biennium without an assistant professor, without an adequate laboratory, and with little increase of equipment.

DEPARTMENT OF PHARMACOLOGY AND PHARMACOLOGY

This department offers practical and well organized undergraduate and graduate courses in both Pharmacognosy and Pharmacology. The more important improvements in instruction which have been made since the last report are: (1) the use of micro-projector; (2) extended uses of the medicinal plant garden; (3) more systematic and regular use of the library facilities; (4) better arrangement for assistants making possible more thorough work; (5) practical instruction in sterilisation.

It has been impossible to add much equipment or apparatus for pharmacognosy because of the low budget allowance. In addition to a few small items, the micro-projector above mentioned has been procured. The need of addi-

tional equipment is now acute; such as extraction apparatus, microphotographic outfit, vacuum distillation apparatus, drug mill and lanning mill.

A stock of crude drugs is maintained for use by the students in studying methods of identification, evaluation, and adulterants. These are stored in glass containers, labeled and displayed in wall cases where they are accessible to students. Regular replacements and some additions to meet the changing needs are required. Some of these are supplied through the Medicinal Plant Garden, but those which cannot be grown here must be purchased. Certain chemicals are also necessary to test for identification and for evaluation and assay of crude drugs.

The facilities for the proper instruction in Pharmacology are inadequate, primarily because of lack of room. Only one room is available for both lecture and laboratory for all classes in Pharmacognosy and Pharmacology. Owing to the curtailment of expenditures, it has been impossible to add or replace equipment to parallel the needs. Dissecting instruments, syringes, heart-levers, kymographs, etc., are essential.

The Professor calls attention to the need of small animals for demonstration and experimental work, and sets forth clearly the need of each item appearing in his budget.

DEPARTMENT OF PHARMACY

The Head of the Department reports an enrollment amounting to eighty-four students for the year recently closed. The courses offered by the two professors totaled 32 semester hours for the first semester and 26 semester hours for the second semester. Since no course has more than one section, each of the two professors must cover a rather wide field, and as much of the work is in the laboratory, the teaching load is heavy. Nevertheless, the Department has maintained a high level of quality, chiefly because of the exceptional training of the professors, both educationally and professionally. The major part of the time of the graduate assistants is required in the stockroom, involving the use and care of over 500 types of apparatus and upward of 700 different drugs; a lesser portion of the assistants' time is devoted to helping with laboratory instruction.

In addition to small items the following apparatus has been obtained during the last two years: special bottles of black glass, suppository moulds, tablet moulds, two analytical balances, a hydrogen ion potentiometer, an automatic extraction apparatus, a tincture press, a vacuum, and a refractometer. In 1931-32, four candidates carried on work for the Master's Degree. An increase in enrollment of the candidates for the Master's and Doctor's degrees is indicated for the coming biennium.

The principal needs of the department for the ensuing biennium may be briefly expressed as follows: (1) no change in the personnel is recommended; (2) no increase is requested in current expenses, although the increasing number of graduate students makes it imperative to maintain the present moderate appropriation; (3) the appropriation for permanent equipment has decreased from \$450 in 1929 to \$200 in 1931. It is recommended that at least \$300 be provided annually for new equipment for the coming biennium.

CHEMISTRY-PHARMACY LIBRARY

The Chemistry-Pharmacy Library is a part of the Library of the University, but for the convenience of the students it is housed in the Chemistry-Pharmacy Building. A secretary-librarian keeps the branch library open during school hours. This library has been operated during the last two years on a greatly reduced budget, making it impossible to purchase the newer reference works being published and has greatly limited our purchase of bound technical journals. The present stack space is insufficient for the books now on hand that should be in the library, and the reading room is not large enough to accommodate all the students who desire to use it. This situation will be remedied when the northwest end of the building is completed, and it is strongly recommended that this be done at as early a date as possible in order to have the library facilities in keeping with the need of the students.

There has been considerable demand from the graduate students and the more advanced undergraduates that the Chemistry-Pharmacy Library be open in the evening and the early part of the night. We believe their request is reasonable, but owing to our policy of keeping down expenses we do not at this time recommend the employment of a graduate assistant to serve as night librarian, nor even the appointment of a trained librarian, so greatly desired, for day duty. For the present we shall do the best we can with our secretary-librarian, who is in the library during the business hours of the University each day, during which time she acts as librarian and as part-time secretary for the faculty.

Greater interest is being shown each year in graduate work in Chemistry, Pharmacy, Pharmacognosy and Pharmacology, and we now have several graduate students who are candidates for the doctorate. Satisfactory graduate work is impossible without a library that is well provided with advanced reference works and complete sets of the important American and foreign chemical and pharmaceutical journals. Therefore, it is desirable that sufficient funds be provided to purchase books and other literature.

A very good idea of the increasing usefulness of the Chemistry-Pharmacy Library can be gained from the circulation figures for the last four years: 1927-28, 579 volumes; 1928-29, 912; 1929-30, 1454; 1930-31, 1016; 1931-32, 2499.

A complete report on the Chemistry-Pharmacy Library and its budgetary needs have been filed with the Librarian of the University.

MEDICINAL PLANT GARDEN

The Medicinal Plant Garden is being developed and maintained for the purposes set forth in the Report of 1928, p. 5. The undergraduate classes make regular trips to the Garden to study the living plants and collect material and prepare it for detailed study in the laboratory. For graduate students the Garden furnishes an opportunity for research. These students also use the Garden for development of cultural investigation projects and for practical application of problems in taxonomy, histology, and ecology with relation to plant constituents. The Garden has also supplied material containing alkaloids for use in illustrating methods of alkaloidal extraction, material containing volatile oil to illustrate methods of distillation, and material to be used to demonstrate essay processes.

A gardener is employed throughout the year to do the labor necessary in cultivation. The man whom we had employed for some years resigned during the past year because of ill health, and at present we are employing a gardener on a weekly basis in order to determine whether he is satisfactory. Tools and implements are necessary for cultivation, seeds and plants are required for propagation, and fertilizers and sprays are necessary for proper development and protection of plants. Hence, these items are continued in the budget.

Because of our location we are attempting to build up a collection of tropical and subtropical medicinal plants. We already have a number of such plants. However, we find it difficult to carry many of these plants through the early and tender years of growth on account of the retarding effect of cold and the destruction by frost during the winter season. A suitable greenhouse would remedy this difficulty. However, we are deferring the request until financial conditions are better.

The catalog mentioned in the 1930 report has been retained. Lists of seeds and plants available for exchange are compiled each spring and sent to other medicinal gardens and to individuals who request such information. About fifty specimens have been exchanged and 229 received through the exchange since the last report. They were obtained from various parts of the United States, England, India, Australia, Java, South America, Porto Rico, and Mexico. — Inasmuch as some of the plants received apparently would not become acclimated in this locality, arrangements have been made with the Subtropical Experiment Station at Homestead and the Subtropical Experiment Station at Belle Glade to care for such plants. In cooperation with the U. S. Bureau of Plant Industry, 1800 rose geranium cuttings were planted in the spring of 1932, for the purpose of determining the cultural methods suitable to this plant in Florida for the production of the volatile oil. Cooperative experiments on the Japanese peppermint have been discontinued as it has been concluded that this plant is not adaptable commercially to this state (see *Journal, American Pharmaceutical Association*, July, 1932).

— The most important improvements that have been made since the last report are: (1) leveling and sodding with grass around the drying house; (2) formation of an island for moisture-loving plants; (3) preparation of map for the systematic planting and development of the Garden; (4) making of shade-beds for shade-loving plants; (5) clearing out stumps, straightening roadway, etc.

The Garden records and information through experimentation have made it possible to offer the following service to the public: (1) cultural information; (2) quality as affecting market value of Florida drug plants; (3) advice on preparation of drugs for market; (4) furnishing addresses of buyer of crude drugs; (5) sources of propagations, stock and methods of propagation; (6) information on collecting of plant drugs; (7) identification of plants.

The Garden is located 2.1 miles from the Chemistry-Pharmacy Building, by the present road, and it is necessary to travel to and from it by automobile for the purpose of supervising it. There is also considerable material, such as plant material for laboratory use, garden tools, animals, etc., to be transported to or from the Garden. The instructor who is in charge of this work uses his own automobile, for the use of which he has been and should continue to be paid

the usual mileage. It is, therefore, recommended that a fund be specifically designated for this purpose.

THE BUDGET

In the budget which follows, the salaries appearing in the approved budget for 1932-33 have been kept the same for each year of the new biennium. No new instructor or other employee has been added.

The upkeep for the year 1932-33 amounts to \$20,762 and for each year of the ensuing biennium \$24,230. This difference is due chiefly to the increase in the amount of laboratory fees that we expect to collect. The estimated increase in laboratory fees amounts to \$2,962 annually (\$2,850 in chemistry, and \$112 in pharmacognosy). In 1931-32 we collected approximately \$2,600 more than we were allowed to use, and the surplus turned over to another fund. The estimated loss to the College will, therefore, be over \$4,000 for the biennium now closing. Our supplies have, of course, been diminished. The other few changes in the budget are due to the small amounts applied to the upkeep of the laboratories in 1931-33 and to the increase in the number of students.

Respectfully submitted,

TOWNIS R. LEICH, *Dean*.

THE COLLEGE OF EDUCATION

To the President of the University.

Sir: I respectfully submit the following report on the progress of the College of Education during the biennium ending June 30, 1932, together with recommendations and the budget setting forth the requirements for the biennium beginning July 1, 1933:

GENERAL

The budget of the College of Education for the next biennium has been submitted without change. There are, however, many needs and many possibilities of worthwhile expansion which should be cared for as soon as possible. Some of these will require additional funds; others will necessitate changes in the curriculum or administrative policy only. Permit me to call attention to a few of the desirable improvements.

THE NEED FOR A FIELD MAN

The College of Education should have a faculty member working throughout the year in connection with the high schools of the state. A few assumptions and observations are advanced as the basis of this belief:

1. As a unit of the University of Florida, the College of Education should continue to widen the scope of its activity and broaden its influence in the state.
2. The College of Education is at a critical and very important stage of its history. There appears to be an immediate opportunity for the College to assume its rightful responsibility among the educational forces of Florida.
3. A campus faculty is a limited faculty, and much work must be done in the field if the College is to render the maximum service to the state.
4. Guidance and selection are essential in an intelligent program. The College cannot afford to sit idly by and accept the chance applicant. The problems of education today are challenging the best man and woman. The quality of our student group should be, and can be, greatly improved. This is not proselytizing or robbing other professions, it is an attempt to get the right person in the right place.

The duties of the proposed field man would be:

1. To do a limited amount of teaching.
2. During September, October, and November to carry on the work of the Southern Association, formerly done by Dr. Joseph Roemer and last fall done by the Dean.
3. To follow up our recent graduates, guiding and helping them as opportunity permits.
4. To assist the Dean of Students with a guidance program which he is beginning. The following would be some of the items in this guidance program:
 - (1) To get in personal contact with the high school administrators of the state, and to work in close cooperation with them.
 - (2) To give necessary tests to help determine the prospective student's fitness to enter the College of Education.

- (3) To supply high school seniors with information essential in vocational and educational guidance.
- (4) With test results and high school records before him, to counsel with high school seniors, urging some to come to the University, advising others not to come.

The guidance program should be considered a University work, not merely that of the College of Education.

The qualifications of the man for this job would be:

1. He must be a man who has himself had a successful career as a high school teacher and executive.
2. He should represent the best thinking and the soundest judgment of the College.
3. He should know education and be keenly sensitive to youth.
4. The man should be a full member of the faculty with the full support and authority of the University. The position must command the respect of all concerned, and the man in the position must be a man who will challenge the best young men in the high schools.
5. He should know guidance.

GUIDANCE AS BETWEEN COLLEGES

The faculty of the College of Education stands committed to the policy that students should be registered in that college which was established to prepare them for their chosen field. If we learn that a student contemplates going into law we direct him to the pre-law curriculum. If he expresses a preference for medicine we direct him to the pre-medical curriculum. If he states that he does not expect to teach but is undecided as to what he should do, then we advise him to go into another college. In turn, we think that there should be a reciprocity as between colleges. If students expect to become teachers they should be advised to enter the College of Education. All students who expect to become teachers should be registered in the College of Education. If they expect to go into some other calling they should not register in the College of Education.

GUIDANCE AND COUNSELING PROGRAM

In addition to the guidance given to students before they enter the College, we are trying to make desirable adjustments easy for them while they are in attendance at the University. For this purpose we are developing an extensive program of guidance and counseling. This program consists of five parts, explained as follows:

1. Cooperation with the Freshman Week program.
2. Guidance for the students showing special promise.
 - (1) As soon as psychological examination scores are available, select the upper 20 per cent of the freshman class for special attention.
 - (2) The following program with this group:
 - a. Explain the results of the psychological examination to them.
 - b. Discuss with them the value of a good college record.
 - c. Help them to form effective methods of work and study.
 - d. Help them to carry on a sane program of extra-curricula activities.

e. Help them to get an accurate picture of education as a field for men.

f. Watch them to see that they make a record commensurate with their ability. This may call for individual conferences, diagnostic, and remedial measures.

This program should be carried out in one group conference a week during the freshman year, supplemented by individual conferences where necessary.

- (3) Before the close of the sophomore year, try to help these students to decide upon some special field in education for which to prepare. This does not necessarily mean a narrow field of specialization. Help them to plan for a career for independent, purposeful work in the senior college.

3. Guidance for students who are in the lower percentiles and those who are unadjusted:

(1) Carry out the same program as planned for the strong students, but modified to meet the needs of this group.

(2) Help these students to face their problems. If they are low on the psychological examination and also have a poor record, help them to face these as indications that they are not as strong as others in the type of work carried on in school. If they are to make a satisfactory record, help them to see the necessity of developing effective methods of work. This may motivate a program in how to study and work effectively.

4. At the close of the sophomore year have each student take a comprehensive examination to determine fitness for advanced preparation. These examinations are to be made out by a committee appointed by the Dean.

Have those who show sufficient strength and preparation make out a plan for work in the senior college and graduate school. This plan should be approved by the Dean, the head of the department or division under whom the student is to specialize, and one other person selected by the Dean.

Some students should be encouraged in working out a program that will not include graduate work.

Students who, in the opinion of the examining committee, do not show preparation or fitness for advanced study should be encouraged to get into some field other than educational careers on the lower levels.

5. In the senior college and graduate school each student will have as an adviser the head of the department or division in which he is specializing. The director of guidance will cooperate with the subject matter adviser, the Dean, and the placement director in helping the student to make the best preparation possible in his chosen field and find a position suitable to his interests and ability.

We are beginning this program in the year 1932-1933.

EDUCATIONAL RESEARCH BUREAU

We contemplate organizing in the near future an Educational Research Bureau. A member of our faculty is now on leave making a special study of

the problems of such a bureau. The Bureau should have as some of its duties the following:

1. To make a careful analysis of types of research bureaus.
2. To stimulate and encourage research in general, both among faculty members and advanced students.
3. To approve research problems before work is actually begun, keeping a catalog of the same for reference.
4. To check all research techniques used to make sure they are up to standard.
5. To serve as a clearing house for reporting results of research.
6. To provide educational publications in which research may be reported, including:
 - (1) The educational monograph series.
 - (2) A monthly educational news bulletin for general distribution to schools of the state and to libraries as exchange material.

We feel that the Research Bureau will be of much value to the schools of the state and to the cause of education in general.

FOLLOW-UP SERVICE FOR THE COLLEGE OF EDUCATION

In the preparation of teachers in the College of Education it is assumed that we all agree that teachers are "made" not just "born," and that some of the prospective teachers need more training than others. Since training is a continuous process, the duty of the College of Education should not end when a person is certified to teach, but should include a program of in-service training, as well as the pre-service training. It is also assumed that the follow-up work will indicate that the College of Education has a three-way responsibility in the training of teachers:

1. A responsibility to the school where each of its recent graduates is teaching.
2. A responsibility to the recent graduate himself.
3. A responsibility to the College of Education itself.

So far as the College of Education is concerned, a program of follow-up work should have the following purposes:

1. To help recent graduates adjust their training to teaching difficulties.
2. To assist the faculty of the College of Education to make changes in the curricula or in course content so as to prepare future graduates to meet their teaching problems more efficiently.

3. To secure information from the field which will materially aid in the placement of graduates.

HELPING GRADUATES ADJUST TEACHING PROBLEMS

It has been found from various studies that the greatest general need of beginning teachers is for assistance in instructional problems as distinguished from help in securing better management, improving scholarship, developing personality, or assuming correct community attitudes. Any or all of the following methods may be used to assist graduates to adjust their teaching problems:

1. Personal visits by instructors from the College of Education.
2. Sectional or group conferences conducted by instructors.
3. Having instructors give demonstrations in teaching at various centers.
4. Having instructors conduct extension classes.
5. Having instructors offer correspondence courses.
6. Personal correspondence for those graduates who ask for help.
7. Having instructors furnish to teachers in the field suggestions for solving various teaching problems in the form of printed or mimeographed bulletins.
8. Having instructors suggest suitable professional magazines and books for teachers to read.

Probably each of these methods is necessary in a complete follow-up program. Certainly the most important single method would be the personal visitation of instructors to the various teachers in the field.

CURRICULA CHANGES

After the various instructors have visited the recent graduates and noted the teaching difficulties, the information should be brought back. As a result of this information we should expect to get:

1. New courses added to the curricula.
2. Content of courses modified to better meet the practical needs of teachers.
3. Better methods used by instructors as a result of their observations.

INFORMATION CONCERNING PLACEMENT

By having a program of follow-up work we should be able to get:

1. A closer contact with the various school officials in the state.
2. A better understanding of the social conditions of each community.
3. A check on the teaching ability of graduates on the job.

This information would be very valuable in the placement work of the College of Education.

PLAN FOR THE ABOVE PROGRAM

In order to carry out the work outlined in this paper, the following plan is suggested:

1. Have a Director of Follow-Up Placement. He would have to be allowed clerical help and the necessary travel expense.
2. The Director would visit each recent graduate as early as possible in the fall and determine the various teaching problems.
3. Instructors would be allowed to visit those teachers who have problems which would come in their particular courses.
4. Instructors would be allowed time off from their teaching schedule in order to carry on this work. Also, travel expense would be allowed for each instructor who makes a visit.
5. Where teaching problems are common to a large group, group conferences or extension classes should be arranged by the instructor concerned.
6. A report form should be used for the personal visits and the report filed with the Dean.
7. The various problems found should be used as a basis for course reorganization or for the addition of new courses.

Respectfully submitted,

J. W. NORMAN, Dean.

THE DIVISION OF ATHLETICS AND PHYSICAL EDUCATION

To the President of the University.

Sir: I respectfully submit the following report of the Division of Athletics and Physical Education of the University of Florida:

FINANCES

During the period of the past biennium much consideration has been given the matter of finances. In 1930, moving to take advantage of the low price of materials and labor, \$143,000 was invested in a concrete stadium. This was by far the most important addition to the physical plant that has ever been made. Nineteen thousand persons made their way to Gainesville on November 8th to view the opening of the completed structure and the spirited contest with the greatest Alabama team of all time. It was during that season that we first noticed an appreciable shrinkage in gate receipts. This reduction in revenue, combined with a materially increased departmental debt, necessarily curtailed our plant expansion for the period.

Our first consideration has been to provide as interesting and thorough a program as seemed consistent with sound business practices. It might not be amiss to state at this time that many schools with far less obligations during this same period were compelled to forego entirely participation in one or more sports. Purdue University, during the school year of 1929-31, eliminated all intercollegiate athletics after football season, and many other schools followed a similar program.

We have been able to maintain practically the same standards as heretofore, realizing that any reduction would divert many students of the enjoyment of participation in their favorite sport.

At this writing it is impossible to state just what our policies will be during the next biennium, because of the uncertainty of economic conditions. Receipts from football more or less govern our action, because this sport each year is called upon to finance the balance of the program to the extent of approximately \$10,000. Before any attempt is made to curtail operations during 1932-33, we will first view the results of football. It might be interesting to note the figures covering this sport for the seasons of 1929, 1930, and 1931. In 1929 the gross receipts aggregated \$172,000; in 1930, \$135,000; and in 1931, \$109,000. In 1930 the net profit was \$36,000, and in 1931, \$24,000. Net figures for 1929 are not available, but it can be assumed that it probably was well in excess of \$45,000. While attendance figures for 1929 are lacking, in 1930 approximately 86,000 people saw Florida play, and 77,000 in 1931. The comparative report of 1930 and 1931 reveals that there was a decrease of \$27,000 in gross receipts, or about 19 per cent. In the face of a 15 per cent curtailment in disbursements in 1931, the net profit for the year showed a decrease over the prior year of 33 per cent.

TREND IN ATHLETICS

The trend in athletics over the country apparently is away from intense intercollegiate competition and toward an increase in the program of intr-

mentals. This change, perhaps, is brought about in some degree by a reduction in profits. Undoubtedly the next few years will see much more emphasis placed upon athletics on the campus for a great mass of the students, rather than intense competition for a few.

Fortunately, Florida began intramural athletics early and today a splendid program is under way. Approximately 75 per cent of the student body are engaged in a plan of systematic play which embraces 14 different games. This year a new field will be added which will provide much needed space for the extension of these activities.

Realizing that one of the outstanding advantages which we have is long, warm seasons, a great portion of our program is carried on out of doors. At this time we have two boxing rings, handball courts, volleyball courts, and a swimming pool in the open. Next year it is planned to devote \$2 per student of the student athletic activity fee to the Intramural Department, which will insure continued growth and development in this direction.

SUCCESS OF SPORT TEAM

Each year brings athletics at Florida on a firmer basis, and during the biennium just passed we saw the football team winning its first inter-sectional game on foreign soil, when Chicago was defeated on Stagg Field by a score of 19-0. In basketball that year our team went to the semi-finals at the Conference Tournament, defeating such powerful foes as Alabama and Georgia Tech. This past season in the first round of the Tournament Florida defeated the favorite, Maryland, who the year previous had been Conference champion. The baseball team finished in second place in the Dixie League in 1931, and third place in 1932. Undoubtedly a more impressive record would have been made the latter year had it not been for the fact that the team was forced to play all of its games away from the campus and on one road trip, except for a two-game series with Oglethorpe. Following the completion of a new diamond in the spring of 1932, an increased enthusiasm for this sport was manifested by the student body. An unblemished dual record in track has been maintained since 1928, and a Conference record was established by a Florida man in the discus in 1932.

The American Olympic team missed having Florida men on the boxing and track teams by one place. Our decathlon representative emerged from the Penn Relays with a second place in this event, and was fourth in the Olympic try-outs. In boxing, our bantamweight, after having won the Conference championship for two consecutive years, finished third in the intercollegiate division of the try-outs at Penn State, which accomplishment would ordinarily have placed him on the team. Because of economic conditions, however, only two men in each weight were selected to represent this division in the final try-outs held in San Francisco.

DEPARTMENTAL NEEDS

Of the many needs of this Department, perhaps the most important is that of a well-equipped gymnasium. We are sorely lacking in training-room facilities and adequate locker space, so necessary to a successful program in physical education. In the line of recreation and play for the greater number

of students, we believe that as soon as possible many more tennis courts should be added. Tennis, one of the most popular of sports, like golf and swimming, is of a carry-over nature, and constitutes a most important phase of our program. Georgia Tech recently added a number of courts and observe that they are the most profitable investment which they have ever made. Certainly, we should take into account these needs when planning the future growth of this Department.

Respectfully submitted,

EDGAR CHARLES JONES, *Director of Athletics.*

THE UNIVERSITY INFIRMARY

To the President of the University.

See: The student health for the year 1930-31 showed a predominance of respiratory infections, but did not at any time during the year assume an epidemic type.

The total number of dispensary patients was 14,737, to which 17,083 treatments were given, making an average of 70.3 patients per day. The number of patients admitted to bed was 611, who remained in the hospital for 1,890 hospital days, an average of 7.8 patients per day in bed. 12,450 meals were served, with 9,450 special liquid nourishments served. A detailed report of the patients, classified according to illnesses, is herewith attached, as well as a detailed report.

During this year, twenty-eight cases of appendicitis occurred among the student body, eight requiring operation.

On June 24, 1931, the Infirmary was moved from the old temporary structure into the new Infirmary building, at which time the manner of feeding patients was changed and cooked food was obtained from the Campus Cafeteria and the diet supplemented by special food cooked in the kitchen of the Infirmary.

Dr. C. B. Jones, Assistant University Physician, resigned during the Summer Session and a new appointment was not made to fill this position during this session.

During fifty-three calendar days of the summer session we cared for 1,393 dispensary patients and admitted fifty-nine bed patients for 224 hospital days. A detailed report, with diagnoses, is herewith attached.

At the opening of the session of 1931-32, Dr. C. W. Boyd reported as Assistant University Physician to replace Dr. C. B. Jones, resigned.

During this year the work of this Department has increased, apparently due to a respiratory infection, which attained a mild epidemic type during the spring and taxed the capacity of the Infirmary for forty-eight hours, with seventy-two patients. At this time, as an emergency, it was necessary that the attic be closed in to make a ward to care for the additional patients.

The nursing staff of the Infirmary has remained the same. With the increased work and the additional work in the new building, it is impossible to maintain efficient nursing care with the limited force employed.

The equipment for the new Infirmary was limited in cost, to approximately \$7,500, which represents the amount saved during the year 1930-31. In order to buy sufficient equipment, it was necessary that inferior, cheap equipment be purchased, particularly beds, which are showing undue wear and will require replacement within a few years. Owing to the shortage of funds, full linen and blanket supplies were not obtained, and with the decrease in the budget it has been impossible to fully equip the beds and to provide the reserve necessary and to replace ordinary wear and tear of this equipment.

X-ray equipment to the extent of \$512.08 was purchased in an attempt to use an old-type, worn-out X-ray equipment, the property of Dr. Bless, of the Engineering College. The successful operation of this machine was not obtained, and for special X-ray service to patients, it has been necessary to use the facilities of the Alachua County Hospital. The equipment purchased is of

such character that we will continue to use it, in the event of purchasing a suitable machine.

I have continued, with the co-operation of the Grounds Department, in the mosquito-control work, which was begun three years ago, and all breeding places on the campus proper have been entirely eliminated and the mosquitoes markedly diminished in numbers.

The financial statement for the year 1931-32 shows a saving of \$6,590.50 cash and does not include bills receivable which represent chiefly board of patients confined to the Infirmary. A condensed report of the Infirmary work for this year is herewith attached.

The University Physician has conducted regular sanitary inspections of the campus, dormitories and cafeteria and the health examinations of the help employed in the cafeteria.

The Infirmary was accepted for conditional approval by the American College of Surgeons, which indicates the ability of the Infirmary and staff to care for patients. This will be made a fully-approved infirmary when the record system is approved. This system is slightly different from the records used by the fully accredited hospitals, but is particularly adapted to Infirmary work. It is hoped by the Fall of 1932 we will be fully accredited.

The financial statement of the Infirmary shows several deficits, while the total budget shows a credit balance of \$564.80. These deficits are due to the fact that it is impossible to predict the number of students that will attend the University and to foretell the amount and character of the illnesses; therefore, the cost of this service varies directly with these conditions.

DIAGNOSIS, WARD PATIENTS, 1930-31

	Appendicitis	28
Operations:	Appendix	8
	Tonsils	9
	Hernia	3
	<hr/>	<hr/>
	Total Operations	20
	La Grippe and other Respiratory Infection	300
	Malaria	39
	Skin Infections	49
	Gastro-enteritis	27
	Removal of Cyst	1
	Vaccine Reaction	8
	Sprains, Strains	18
	Concussion, Cerebral	1
	Fractures	14
	Contusions and Abrasions	16
	Headache	4
	Hookworm	3
	Chicken pox	2
	Mumps	3
	Exhaustion	4
	Hiccoughs	2
	Sacro-iliac Bruise	1
	Iritis	1
	Conjunctivitis	2

Lacerated Cornea Eye	1
Orchitis	1
Insomnia	1
Asthma	3
Erasche	5
Measles	1
Syncope	4
Burns	4
Tooth Ache	6

INFIRMARY REPORT—SEPTEMBER 15, 1930, TO JUNE 1, 1931
242 CALENDAR DAYS

Total Number Dispensary Patients.....	14,737
Total Number Dispensary Treatments.....	17,013
Daily Average, Dispensary Patients.....	70.3
Total Number Ward Patients.....	611
Total Number Hospital Days.....	1890
Daily Average, Ward Patients.....	7.8

Operating Room:

Appendectomy	8
Herniotomy	3
Tonsillectomy	12
Skin Graft	1
Hydrocele	1
Removal of Cyst	1
Total Operations	26

Fractures, Bones:

Jaws	3
Nose	3
Knee Cap	1
Ankles	4
Arms	3
Total Fractures	14

Minor Cuts and Lacerations requiring sutures

24

Laboratory:

Urinalysis	124
Malaria Smears	63
White Blood Counts	48
Differential	12
Red Blood Counts	1
Coagulation Time	15
Hookworm Specimens to State Board.....	52
Cold Vaccine	22
Acne Vaccine	10
Tetanus Antitoxin	6
Physical Examinations	1,340
Smallpox Vaccinations	128
Typhoid Inoculations	98

Defect Cards Mailed to Students..... 992

Referred for X-rays

17

Total Number Meals Served Patients..... 6,181

Total Number Meals Served Staff and Labor..... 6,050

Total Number Meals Served.. 12,450

Total Number Liquid Nourishments Served..... 9,450

DIAGNOSIS OF PATIENTS IN INFIRMARY

June 15 to August 7, 1931

Polyarthritis	1
Tuberculosis, Pulmonary	1
Cholecystitis	1
Tooth Extractions	2
Nausea	2
La Grippe	3
Appendicitis, Acute (Operated).....	1
Abscess, Face	2
Post-operative Hemorrhage, Tonsils.....	2
Sprained Ankle	1
Tonsillectomy	4
Cystitis, Sub-acute	1
Parotitis	1
Lymphomatosis, Leg	1
Malaria	5
Esteritis, Acute	4
Dysmenorrhea	5
Appendicitis, Sub-acute	3
Tonsillitis	8
Exhaustion	3
Headache	2
Abdominal Pain	1
Abscess, Knee	1
Infected Foot	1
Erysipeloid Foot	1
Dermatitis, (Red Bugs)	1
Infected Gland, Axilla	1
Total	59

INFIRMARY REPORT, JUNE 15 TO AUGUST 7, 1931

53 CALENDAR DAYS

Total Number Patients Admitted.....	59
Total Number Hospital Days.....	224
Daily Average, Ward Patients.....	3.79
Total Number Dispensary Patients.....	1,393
Total Number Dispensary Treatments.....	1,496
Daily Average, Dispensary Patients.....	25.3
Operations:	
Tonsillectomy	4
Appendectomy	1
Laboratory:	
Urinalysis	20
Malaria Smears	18
White Blood Counts	10
Red Blood Counts	2
Differential	6
Hemoglobin	3
Coagulation Time	4
Stools	2
Tetanus Antitoxin	1
Cold Serum	1
Typhoid Inoculations	4
Smallpox Vaccinations	1
Hay Fever Serum	1
Total Number Meals Served Patients.....	675
Total Number Meals Served Staff and Labor.....	1,320
Total Number Meals..	1,995

DIAGNOSIS OF WARD PATIENTS FOR YEAR 1931-32

I. Medicine:

1. Eyes, Ears, Nose and Throat:

a. Nasopharyngitis, Acute	90
b. Iritis, Acute	1
c. Tonsillitis, Acute, Follicular	30
d. Tonsillitis, Follicular, Acute Exacerbation	4
e. Streptococcal Sore-throat	2
f. Sinus Infection	1
g. Pharyngitis, Acute	2
h. Nasopharyngitis Complications, Eustachian Tube Involvement	1
i. Eye, Traumatic Injury	1
j. Eye, Laceration of Cornea	2
k. Laryngitis	1
l. Rhinitis	2
m. Fracture of Nose	1
n. Conjunctivitis	2
o. Hordeolum	2
p. Infected Tooth	1
q. Dental Caries	1
2. Bronchial Pneumonia	1
3. Pneumonia, Lobar	1
4. Bronchitis, Acute	25
5. Bronchitis, Chronic	33
6. Bronchitis, Chronic, and Malnutrition	2
7. Asthma, Bronchial	11
8. Brill's Disease	1
9. Gastro-enteritis, Acute	62
10. Gastro-enteritis, Acute (Tung Nut Poison)	2
11. Malaria, Recurrent	45
12. Malaria, Estivo-autumnal	1
13. Malaria, Primary	1
14. Malaria, Tertian	1
15. Vaccine Reaction	8
16. Constipation, Chronic	7
17. Lumbago	2
18. Rheumatic Fever, Acute	2
19. Tracheitis	1
20. Neurosis	2
21. Neuritis	1
22. Migraine	2
23. La Grippe	146
24. Stomatitis, Non-specific	1
25. Malnutrition	3
26. Hiccoughs, Primary	1
27. Lues, Cerebro-spinal Infection	1
28. Jaundice, Catarrhal	1
29. Food Poisoning	1
30. Uncinariasis, Americanum	3
31. Pleurisy, Dry	1
32. Exhaustion	1
33. Hemophilia	1
34. Hysteria	1
35. Fever, Cause and Type Undetermined	1

Total

528

2. Surgery:	
1. Appendicitis:	
a. Acute Primary Retro-cecal	4
b. Sub-acute	14
c. Acute	9
d. Chronic	4
e. Appendectomy, Acute	2
2. Tonsillectomy	29
3. Tonsillectomy, Post-operative	1
4. Hematomas:	
a. Ankle	4
b. Arm	2
c. Eye	1
5. Bones and Joints:	
a. Concussion, Cerebral	9
b. Fractures	18
c. Strained Ligaments	14
d. Sprains	10
e. Torticollis	10
f. Dislocations:	
1. Hip Joint	1
2. Sacro-iliac Joint	1
3. Left Elbow	1
4. Left Knee	1
g. Application of Cast	3
h. Myositis:	
1. Gastrocnemius	2
2. Myositis, 3rd and 4th Intercostal	1
i. Broken Tooth	1
j. Lacerations and Contusions:	
1. Right Knee and Leg	8
2. Back and Neck	7
3. Nose, Second Degree	1
4. Both Elbows, with Hemorrhage	1
5. Shoulder	2
6. Left Hand	1
k. Arthritis, Sacro-iliac Articulation	1
6. Cellulitis:	
a. Foot	17
b. Eye Lid	1
c. Arm	1
7. Staphylococcus Infection:	
a. Face and Neck	15
b. Leg	8
c. Hand and Arm	3
d. Tooth	1
e. Axilla	2
f. Gluteal Region	2
8. Hemorrhage:	
a. Post-tonsillectomy	3
b. Nasal	1
9. Burns	4
10. Puncture Wound of Left Foot	1
11. Insect Bite, Acute	1
12. Cholecystitis, Acute	2
13. Lymphangitis, Leg	2
14. Hernia, Inguinal	5
15. Tooth Extractions	5
16. Intestinal Obstruction, Acute	1

17. Colon, Infection, Pelvic	1
18. Acute P. I. D.	2
19. Ureth. Media, Acute	1
20. Nose and Throat, Submaxillary Resection	1
21. Blisters	1
22. Furunculosis, Upper Lip	1
3. Genito-Urinary:	
1. Orchitis, Traumatic	3
2. Calculi, Renal	5
3. Traumatic Injury, Bulbous Portion of Urethra	1
4. Miscellaneous:	
1. Undetermined	1
Total	255
Total Number Patients	783

Total Number Cases Appendicitis	33
Total Appendectomies	13
Total Herniotomies	5
Total Tonsillectomies	29

INFIRMARY REPORT, SEPTEMBER 13, 1931, TO JUNE 6, 1932
(250 Hospital Days)

Total Number Patients Admitted	783
Total Number Hospital Days for Year	2,802
Daily Average, Ward Patients	11.8
Total Number Dispensary Patients	13,750
Total Number Dispensary Treatments	15,000
Average Number Dispensary Patients Per Day	55.5

Operating Room:

Tonsillectomy	29
Appendectomy	13
Herniotomy	5
Dislocation of Hip (Body Cast Applied)	1
Minor Surgery, Cuts and Lacerations Requiring Sutures	61
Plaster Paris Casts	33
Fractures	33
Open Reduction, Ulnar and Radius	1
Closed Reduction, Femur and Cast	1
Suprapubic Incision and Drainage (Exterior Spore of Retains)	1
General Anesthetics	17
Local Anesthetics	29
Spinal Anesthesia	4
Plastic Repairs	1
Amputation of Fingers	2
Auto Injury, Fractured Vertebrae, Death first 24 hours	1

Laboratory:

Malaria Smears	109
Urine Examinations	429
White Blood Counts	112
Differential Blood Counts	61
Red Blood Counts	9
Hemoglobin Tests	23
Coagulation Time	13
Typhoid Inoculations	176
Typhoid Serum (Hypodermics)	705
Smallpox Vaccinations	149
Influenza Serum	31

Acne Serum	17
Staphylococcus Serum	8
Tetanus Antitoxin	4
Stools	27
Kahn Tests	27
Spinal Puncture (Spinal Fluid for Kahn Test)	3
X-ray Examinations	54
Physical Examinations	1,488
Total Number Meals Served Patients	8,209
Total Number Meals Served Staff and Labor	7,127
Total Meals	15,416
Total Number Liquid Nourishments Served	5,630
Total Cost of Meals from Cafeteria	\$2,497.41
Groceries and Special Foods	612.90
	<u>\$3,110.31</u>
Cost Per Meal, Including Cost of Liquid Nourishments	\$ 0.20.1

DIAGNOSIS ON PATIENTS IN INFIRMARY

June 15 to August 5, 1932

1. Medicine:

1. Eyes, Ears, Nose and Throat:

a. Tonsillitis, Acute	3
b. Nasopharyngitis, Acute	3
c. Streptococcus Sore Throat	1
d. Foreign Body in Ear, Bug	1
e. Conjunctivitis	1
2. Bronchitis, Acute	1
3. La Grippe	23
4. Malaria:	
a. Primary	4
b. Recurrent	6
5. Gastro-enteritis	7
6. Food Poisoning	2
7. Neuritis	10
8. Anemia, Secondary	1
9. Hysteria	2
10. Rheumatic Heart Disease	1
11. Urticaria	1
12. Menorrhagia	4
13. Dysmenorrhia	2
14. Koch's Infection	1
15. Salpingitis, Acute	1

Total **75**

2. Surgery:

1. Appendicitis, Acute	2
2. Appendectomies	2
3. Tonsillectomies	3
4. Hernia, Left Inguinal Indirect	1
5. Bones and Joints:	
a. Fracture of Anterior Ramus of Ischium	1
b. Sprained Ankle	1
6. Cellulitis:	
a. Hand	1
b. Ankle	1

7. Staphylococcus Infections:	
a. Foot	1
b. Hand	1
c. Face	1
d. Eye	1
8. Lymphangitis:	
a. Left Ankle	1
b. Left Leg	1
9. Puncture Wound of Foot	1
10. Chronic P. I. D.	1
11. Lacerated Hand	1
12. Undetermined	1
	22
3. Genito-urinary:	
a. Pyelitis (Readmitted)	1
b. Renal Calculi	1
	2
	Grand Total
	99

INFIRMARY REPORT FOR SUMMER SESSION, 1932

June 13 to August 5, 1932

Number Patients Admitted	100
Total Number Hospital Days	251½
Total Number Dispensary Patients	2,155
Daily Average Ward Patients	4.2
Daily Average Dispensary Patients	35.8
Operating Room:	
Appendectomies	2
Herniotomy	1
Tonsillectomies	3
Minor Surgery, Cuts and Lacerations Sutured	12
General Anaesthetics	1
Spinal Anesthesia	2
Local Anesthesia	3
Laboratory:	
Malaria Smears	37
Urinalysis	76
White Blood Counts	24
Differential Blood Counts	6
Hemoglobin	5
Coagulation Time	5
Typhoid Serums	15
Smallpox Vaccinations	4
Stools	7
Kahn Tests	8
Tetanus Antitoxin	1
Urethral Smears	4
Influenza Serum	1
Sputum	1
Physical Examination for Health Certificates	152
X-ray Examinations	1
Total Number Meals Served Patients	754
Total Number Meals Served Staff and Labor	1,515
	Total Number Meals
	2,269
Total Number Liquid Foods Served	569

Respectfully submitted,

GEORGE C. TELLMAN, University Physician.

THE UNIVERSITY LIBRARY

To the President of the University.

SIR: I hereby submit the report of the University Library for the past two years, with recommendations for the next biennium. In writing this report the suggestion that the possibility of any increase for the next biennium is very doubtful has been kept in mind constantly. This, and not the lack of need, is the reason no request has been made for a larger Library appropriation. There is, however, a very definite need for more funds as soon as conditions will permit. In the chapter on "Library Expenditures per Student and Relation of Library Upkeep to the Total Budget" in his *Survey of Land Grant Colleges and Universities*, Charles Brown makes the following statement: "It is recommended, (a) To all land grant institutions that careful attention be given by the individual institutions to the question of whether the financial support of the Library has been consistent with and sufficient for the needs of the educational and experimental work of the institution; (b) especially to such institutions whose library budgets are below four per cent of the total college budget or less than twenty dollars per student that they consider carefully the question as to whether the library is meeting the demands made upon it, and, if so, whether the faculty is following the accepted methods in education as noted in the introduction to the library section of this survey."

The *American Library Association Survey* gives as a result of a study made in 1926 a low of 2.5 per cent and a high of 11.4 per cent, with an average of 4.9 per cent of the entire income of the colleges and universities. Our library appropriation falls considerably below the average. As soon as possible it should certainly be raised to considerably above the average.

The Library cooperates with the Dean of Students during Freshman Week. The students come to the Library in sections, where they are given instruction in the use of encyclopedias, dictionaries, periodical indices, and other reference books. The card catalog is explained to them. They are given other helpful information concerning the use of the Library. Two members of the staff lectured to 12 sections of Freshman English and one section of Architecture students during the past year on the use of library tools.

The Sunday hours have been lengthened. Both reading rooms and the stacks are now open for use on Sunday, and the amount of use justifies the additional expense. An open-shelf browsing collection of about 1,000 volumes has been placed in the reference room. Two book displays have been kept constantly before the students. The large one is changed each week. The other, a small one, of timely books of special interest, has been very popular. These displays have been put up to encourage cultural reading by the students. This year more volumes have been borrowed on interlibrary loans for members of the faculty and advanced students.

¹United States Department of the Interior, Office of Education, Bulletin (1927) No. 3, *Survey of Land Grant Colleges and Universities*. Vol. 1, p. 730.

²American Library Association, *Survey of Libraries in the United States*. Chicago, 1928. Vol. 1, p. 211.

BUILDING

The biggest step forward for the Library during the biennium was the completion of the addition to the building. The stack room was finished in October, and the books were moved with no interference to the regular work of the student body. The reserve book reading room was opened January 1, 1912. An "open-house" was held in January and June for the benefit of those interested in inspecting the building. The stack room is equipped with the most modern type of adjustable steel stacks and Tennessee marble floors. There are carrels on each of the five floors for the use of faculty and graduate students. An automatic book conveyor and a pneumatic tube system greatly facilitate the use of books in the stacks. The service elevator is also a great time and labor saver. In addition, there is a graduate reading room and a special room for the Florida Collection.

The present seating capacity of the Library is between 750 and 800. This is about thirty per cent of the student enrollment, and is a higher percentage than is found in many universities. Both faculty and students have expressed their appreciation of the enlarged and improved library facilities.

BOOK FUND

The drastic cut in the book fund the present biennium is very serious. It is hoped that the fund may be restored to the amount received the previous biennium. The editions of many books are small and the titles go out of print so quickly that unless purchased when first published it is impossible to secure them. To aid research work, all periodical files must be kept complete. Binding is a very important and a very expensive item in the preservation of printed material.

Out-of-print books are rare and must be purchased when there is an opportunity to secure them, as they are in such demand by libraries for research work. The wear on books in a university library the size of ours is very great. Unless replacements are made constantly the depletion of the collection is extremely serious.

It is earnestly hoped and strongly recommended that the former book fund of \$12,000 per year, or \$24,000 for the biennium, be restored.

DOCUMENTS

The documents are now shelved on the fifth floor of the stacks, making them more convenient for the many people who use them constantly. The cataloging and binding of the various series is being carried on as rapidly as funds are available. The House and Senate Journals are arranged and checked in the check list to indicate our holdings.

A very valuable gift of Florida House and Senate Journals, from 1845 to 1927, was received from Professor H. B. Dolbeare, of the College of Commerce and Journalism. Some of these are quite rare, and we feel we are very fortunate to have them.

STAFF

It has been said that the efficiency of a library is measured by the service it renders to faculty and students. Our staff recognizes this responsibility and is working to make the Library helpful.

We have had only one vacancy during the past biennium. Miss Katherine Kirtley resigned as assistant in periodicals and binding and Miss Ethel Donahay was elected to fill the vacancy. Miss Henriette May Eddy, head of the reference department, has been granted a leave of absence for 1932-33, and will study for the degree Master of Science in Library Science at Columbia University. Miss Amelia Collier, a graduate of Columbia School of Library Service, will be acting head of the reference department during Miss Eddy's absence.

Insofar as it is possible, we are using student labor. This is quite satisfactory for certain routine work. However, the irregularity of student schedules is a great handicap to our work. We are using the peak load of student labor at the present time. As stated in previous reports, our greatest need is for additional trained members on the staff.

Six members of our staff attended the meeting of the Southeastern Library Association in 1930. The Library was hostess to the Florida Library Association in 1931. The Librarian and the Reference Librarian attended by invitation the Georgia Library Association meeting in 1931. The Reference Librarian was on the program of the Florida Press Association meeting in Live Oak in March, 1932. The Librarian and the Reference Librarian attended the Florida Library Association meeting at Rollins College in March, 1932, at which time the Librarian read a paper. The Librarian was on the program of the Agricultural Libraries Section of the American Library Association in 1932, and was elected Chairman of the section for the following year. The Librarian was a member of the Special Membership Committee of the American Library Association for 1931-32, and has been re-appointed, and also asked to serve on the regular Membership Committee for 1932-33. She has also been appointed a member of the Documents Committee of the American Library Association for the same period.

BUDGET

The change to closed stacks increases the amount of work at the desk in the reference room, and also requires additional supplies. As in the past, our largest item of expense in the budget is for student assistants. Service in a library is most important and very necessary if the faculty and students are to have the benefit of its resources. It has been very hard to maintain this service with the increased size of the building, the growth of the student body, and no increase in the budget. As the University enrollment increases and the Library grows, the cost of administration will increase. Even the increased cost of postage and the supplies necessary for closed stacks and barrels is something to consider. It will take very careful planning to operate another two years on our present budget of \$8,413 per year, or \$16,826 for the biennium.

UNIVERSITY STUDIES

The publication of University Studies was started quite recently. The Publications Committee has designated the University Library as the depository for these studies. Some idea of the scope and value of the work may be had from the following quotation from the report of the Exchange Division, January 19, 1932:

The publications of the University in the various series have been placed through exchanges in about 200 institutions, have been duly recorded and appreciation and thanks received for them. Of this number, about 85 are on production. There are not many instances where we receive nothing in return and in some cases we are favored with more than we send. Of the 395 titles in the "Exchanges Received" file, the majority can be considered valuable to us. These are in most instances studies, theses, reports of research work, and dissertations. . . . The average monetary value of paper bound studies is about one dollar. Just recently we procured a book which sells for fifteen dollars. One lot we received amounted to \$48.75."

SOCIAL SCIENCE RESEARCH COUNCIL

One of the major objectives of the Social Science Research Council is to enlarge, improve, and preserve material for research. As one of the means of obtaining these ends, the Council has designated certain libraries in each state in art as depositories to collect state documents and other state material, including files of newspapers of value to research workers. In April, 1932, the University Library was designated as the depository library in Florida. While the appointment carries a definite responsibility, we feel it is an honor to have our Library included in the list of libraries in the United States selected by the Social Science Research Council.

INSTITUTE OF INTER-AMERICAN AFFAIRS

A bibliography of Latin American material in the University Library was prepared by the reference department, and was issued as a number of the bi-monthly bulletin by the catalog department. One supplement has already been issued, and others will be prepared from time to time to keep the bibliography up to date. Letters in English and Spanish were written to universities, ministers of education, and other officials of Latin American countries in the attempt to secure as much material as possible. A statement of the organization of the Institute was sent to the *Library Journal*. Books in this field have been purchased as rapidly as funds were available.

GRADUATE SCHOOL

The addition to the Library Building has greatly facilitated the work of graduate students. There are thirty-eight well-equipped carrels for study in the stacks. At the present time all the carrels are in use. A graduate reading room is also available for the use of faculty and graduate students. The Dean of the Graduate School is cooperating very definitely with the Library.

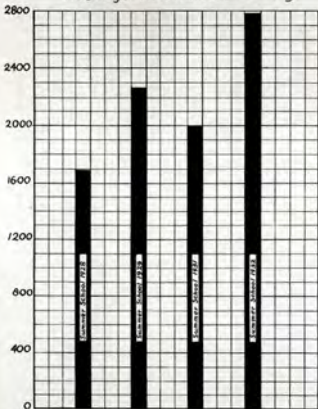
Some particularly valuable runs of foreign periodicals have been added the past two years. Important titles among the above mentioned are:

Academie des sciences, Paris, Archives der pharmazie, Berichte der deutschen chemischen gesellschaft, Hormos; zeitschrift fur classische philologie, Journal de pharmacie et de chimie, Mathematische annalen, The Pharmaceutical Journal and Pharmacist, Pharmazeutische Zentralhalle fur Deutschland, Royal Society of London Proceedings, Societe chimique de France, Paris, Bulletin, Society of chemical industry, London, Journal, Zeitschrift fur analytische chemie, Zeitschrift fur Physik.

LIBRARY SCIENCE

The demand for courses in Library Science doubled three years ago, and has remained steady since that time. The students in these courses are very earnest. The work to date has been offered on a cumulative basis, covering a period of three summers. It would be much more satisfactory to the University and to the students to repeat all courses every summer. This is impossible with the number of instructors teaching at present. Well-trained

Average Attendance Per Day



librarians with teaching experience have been employed as instructors each year. It is recommended that the appropriation for this work be increased as soon as funds are available.

SUMMER SESSION

The recommendations in the report of the Director of the Summer Session concerning the Library are very important. The reserve-book reading room, available for the first time in 1932, has been filled to capacity during the entire summer session. The graph in general circulation found on page 262 shows the increase during Summer Session, as well as during the regular session. The attendance in 1932 increased 38.7 per cent over 1931. The graph on attendance statistics, from 1928 through 1932, included in this report, shows an encouraging increase in the number of people using the Library.

Respectfully submitted,

CORA MULLINORE, *Librarian.*

REPORT OF THE ELECTRICAL ENGINEER

To the President of the University.

THE Electrical Maintenance Department concerns itself with:

1. The distribution and supervision of the use of electrical energy on the campus.
2. The selection, purchase and installation of new electrical equipment for use of the various departments on the campus, with particular attention to price, economy of operation and suitability.
3. The maintenance of existing equipment and the elimination of electrical hazards.
4. The technical operation of the telephone system.
5. The operation of the clocks, program, and toll systems.
6. The lighting of campus buildings and grounds.

DISTRIBUTION AND SUPERVISION OF THE USE OF ELECTRICAL ENERGY ON THE CAMPUS

The following information pertains to the use of electricity on the campus of the University of Florida, including the various divisions of the University, the Radio Station, the Experiment Station, cottages on the grounds, etc.

In order to make the information as up-to-date as possible, comparisons are made for ten-month periods from October 1st to August 1st. The October 1st date is used, inasmuch as the present form of supervision went into effect October, 1930. During the period from October 1st, 1929, to August 1st, 1930, the University used 371,536 kwh of electricity, exclusive of that used by the Radio Station. Since that time there have been added several additional large loads, shown by the following tabulation giving the increased amount of electricity used during this period by the departments stated:

Commons	12,768
Dormitories	33,390
Chemistry Building	17,557
Street Lights	15,000
Pump	18,034
Experiment Station Refrig. Plant	70,779
Museum	19,500
Science Hall	3,271
Farm Pump	2,026
Veterinary Hospital	2,616
Prabody Hall	5,910
Library	13,205
Heating Plant	7,963
Book Store	2,856

These loads, together with the Radio Station, aggregate known increases of 383,126 kwh. To this must be added the known additional losses due to the increased load and the normal increase which occurs by the general users of current. These would indicate a consumption of 856,367 kwh for the 1930-31 period. The actual amount used was 677,700 kwh, indicating a saving of

178,667 kwh, in other words, about fifty per cent of the total amount used in the earlier period.

By careful supervision, real economy was also made in the demand. During the earlier period a demand of 160 kw was established in December, 1929, with a consumption of 32,456 kwh. This can be contrasted with the same month of 1931, during which time, although a known aggregate of over 300 kw load had been added, by careful control the maximum demand was increased only 45 kw to 208 kw.

Even though the loads described above have resulted in a material increase in consumption, our bill for electricity today is less than it was two years ago. In spite of the new loads which have been added in the past two years, the cost of electricity during the earlier period was \$19,678.09, as compared to \$12,769.07 in the latter period, a decrease of \$6,909.02 for a ten-month period. This decrease would have been wiped out if it had not been for engineering supervision, which, as explained above, has curtailed the use of electricity by 178,667 kwh, and even more materially has reduced the demand.

The economies enumerated above have not only been due to the decreased rate, but to the excellent cooperation which the engineers has received from Mr. K. H. Graham, the Experiment Station, the Radio Station, and, in fact, from all users of electricity on the campus. Particular mention should also be made of Mr. E. F. Smith, Mr. J. W. Wilson, and Mr. Clyde V. Booth, who compose the Electrical staff of the College.

INSTALLATION OF NEW ELECTRICAL EQUIPMENT

The Department has worked very closely with the Business Manager's Office and with the heads of the various departments, rendering to these engineering assistance in the selection of new equipment and in determining the most suitable pieces of equipment for the particular operation involved. In many cases changes were made on apparatus which had practically no effect in their price, but which caused considerable saving in the amount of energy consumed. In other cases, instead of purchasing equipment, it was found best to make recommendations for building the equipment by campus employees, thus effecting large savings.

The Department has also rendered service in connection with the electrical equipment installed in the additions made on the campus.

It has rebuilt the entire distribution system on the University grounds and has placed most of the lines underground. This has resulted in not only considerable improvement in the appearance of the grounds, but in economies paying for the lines themselves.

MAINTENANCE OF EXISTING EQUIPMENT

In spite of the fact that there has been no increase in the staff of electricians employed, the Department has, nevertheless, not only maintained all of the existing equipment of both the University proper and the Experiment Station, but has also been able to construct much new work. Whereas, in the past it was frequently necessary to call in outside electricians, the Department has done practically all of the work itself during the past two years. In several cases it has been necessary to make considerable changes in the existing

wiring to remove electrical hazards. Much work must yet be done. The wiring in practically all of the old buildings is very inadequate.

Many pieces of apparatus have been repaired on the campus, saving the University considerable expense. Probably greater savings were made, however, because of the fact that by careful supervision and adequate maintenance of existing equipment, much fewer repairs are now necessary. Careful attention to lubrication and other similar details have caused a material decrease in the amount of repairs necessary.

THE TECHNICAL OPERATION OF THE TELEPHONE SYSTEM

During the past two years the telephone system on the campus has been completely revised. All phones in the various departments of the University which have not been absolutely needed have been eliminated. Further savings were made by combining the telephone exchange of the University with that of the Experiment Station. When this combination was made the Telephone Company was induced to place many of the cables underground and to move the switchboard to the Auditorium with practically no expense to the University. This means that the switchboard is now in what will probably be its final position in the future Administration Building. It further means that the exchange is centrally located, thereby effecting reductions in our mileage charges. Under the old system few phones on the University campus were connected with the outside exchange at night. At present it gives service twenty-four hours a day, every day in the year. With the growth of the University, this service has become absolutely necessary from a protective standpoint.

OPERATION OF CLOCKS, PROGRAM, AND BELL SYSTEMS

During the past year in order to further reduce expenses, it was necessary to make changes in the clocks on the campus. The clocks which were installed were on a rental basis. All of these have been abolished and new clocks installed, which give very satisfactory service, at a total cost per clock of less than the rental charge per year on the old basis. In addition to this, the bell system on the campus is operated from a master clock in the Dynamo Laboratory and is giving satisfactory service now to the entire campus. During the year the University received as a gift from the Government, the old bell from the Battleship Florida. This bell is mounted and now strikes the hours automatically.

THE LIGHTING OF CAMPUS BUILDINGS AND GROUNDS

Many complaints have been received in the past because of the lack of illumination on the campus of the University. This lack of illumination was not only very unsightly but was very unsafe. At very little cost a white-way system has been placed on the University campus and flood lights have been installed in several places. This has made a very definite improvement.

Fixtures were also installed in the new Chemistry Building, and other electrical fixtures have been added in several class rooms. There are many class rooms which are poorly lighted, and many of the offices are also very unsatisfactorily lighted. During the next few years, real effort should be made to correct these conditions.

Respectfully submitted,
JOSEPH WALK, *Electrical Engineer.*

in raising student standards. Excellent leadership has increased individual and unit morale to a point of almost general enthusiasm for the military work. It is noted that during the past year students have responded cheerfully to a rigid insistence upon the military aspect of their work.

Student morale has been increased by the issuance by the War Department in 1930 of a distinctive Reserve Officers Training Corps uniform, and by an improvement in the specifications and materials in 1932. Distinctive Florida features have been added to the uniform. In 1932 a Florida Reserve Officers Training Corps Merit Badge was created for presentation to those students who excel in various activities. The year 1931 witnessed the First Annual Horse Show, which was most successful both for the students and the University. In April, 1932, the Second Annual Horse Show was given, with a larger number of events and with both afternoon and evening performances.

In 1931-32 a pistol team was organized and entered in the National Reserve Officers Training Corps competitions. Also, 1931-32 witnessed the first polo games played by the University of Florida with the University of Georgia, civilian clubs, and officers' teams of the National Guard and Regular Army.

PHYSICAL IMPROVEMENTS

Many activities of the Division must be held out-doors, and require adequate drill fields, riding pens, polo field, gallery ranges, etc. Therefore, its personnel, animals, equipment, and trucks have been used freely in cooperation with other agencies of the institution, in providing and improving these facilities. During 1930-31 the area around the artillery stables and the large field north thereof were graded and landscaped. During the summer of 1931 about eight acres of the field were covered with three inches of clay to provide more solid footing for a parade and polo field. Emergency roads, an artillery park, a second riding pen, and many minor improvements were added gradually to the stable area. During the present summer the Division assisted in the construction of the new football field south of the stadium, utilizing the excess clay to surface the remainder of the artillery drill field. The polo field has been planted in Bermuda grass and covered with two inches of muck soil. At the present time there exists a beautiful and adequate dismounted drill area, parade ground and polo field. A new rifle and pistol gallery range was built during the summer of 1931.

BUILDING NEEDS

Attention is respectfully invited to the building needs as recommended in the report of two years ago. Since then only the infantry rifle building has been provided. The need for office space and class rooms (Military Building), and a gun shed are most urgent. A second battery of equipment is now parked in the open weather. The first battery occupies space needed for animals. Additional animals are available and are urgently needed to accommodate the increased enrollment. Additional terrain is needed for corral, mounted drill field, and practice polo field. It is earnestly recommended that these requirements receive early attention.

BUDGET

Pursuant to instructions contained in letter from the President's office under date of July 12, 1932, budget requirements for the next biennium have been held to a minimum. The continued growth of the Reserve Officers Training Corps and the many added requirements in the matter of supplies and operating expenses make a slight increase necessary. The success which the Division enjoys is due in no small measure to the financial assistance which the State provides.

Respectfully,

J. A. VAN FLEET, *Major, Infantry (DOL),*
Professor of Military Science and Tactics.

THE FLORIDA STATE MUSEUM

To the President of the University.

Sir: I have the honor to submit a report of The Florida State Museum for the past biennium, together with recommendations for a budget for the biennium beginning July 1, 1933.

ACCESSIONS

During the past biennium 456 accessions were recorded, embracing 44,592 specimens, as against 586 accessions and 129,697 specimens for the previous biennium. This decrease of 130 accessions and 85,105 specimens during the last two years may be attributed to the general curtailment of the Museum's activities in working under a reduced budget and with a limited staff.

RECOMMENDATIONS

In view of the limitations already imposed on the expenditure of the present funds, it is inadvisable to recommend an additional sum for permanent equipment. I am forced, however, to recommend an increased Upkeep Fund of \$4,800 for the coming biennium. This amount covers general office upkeep, postage, freight, express, printing and labeling, travel, repairs, and miscellaneous expenditures, as well as electric lights. We are now working under a budget of one thousand dollars per biennium to cover these expenditures, which sum hardly takes care of our electric light bills for one year. Our light bills now run from sixty to eighty-five dollars a month, and this amount will soon be greatly increased with the installation of the five double cases in the Hall of Ornithology. I am taking this into consideration in recommending this additional amount. This is a very conservative estimate, considering the expenditures which must come out of this fund.

There are no changes in salaries, and no new staff recommendations.

Respectfully submitted,

T. VAN HYNING, *Director.*

DIVISION OF SOCIAL AND RELIGIOUS SERVICE

To the President of the University.

NOTE: The following statement covering the work of the Division of Social and Religious Service for the years 1930-31 and 1931-32 is respectfully submitted.

AIM

The aim of this division is to create and develop an interest in those qualities of social culture and religious insight which contribute to the finer ideals of life so that they will be put into practice in daily living. An increasingly large number of students are being helped each year to develop this interest. The daily informal, intimate contacts supplement very effectively the more formal and official relationships.

PERSONNEL

The personnel consists of a director and associate director who are at the service of the students every day in the week. For the past two summers, they have engaged in graduate work, the Director at the University of Chicago, and the Associate Director at Peabody College. In this way they hope to keep abreast of the most helpful methods in their work. Relationships are maintained with organizations outside of the University which make for public betterment.

EQUIPMENT

The work of this division is carried on in the rooms set apart for this purpose some years ago. Though very inadequate, they have become more and more a real student center. The addition of some new furniture has added somewhat to their attractiveness. New equipment for recreational purposes lends also an additional appeal. They are used by a large number of campus organizations, including honorary fraternities, county clubs, music clubs, faculty-men and women's clubs, class groups and religious organizations. The camp property still supplies a place for small group gatherings.

PROGRAM

1. Lack of space and finances prevent a comprehensive planning for the social life for the more than twelve hundred students not affiliated with social fraternities. Even though the facilities are limited, the daily attendance runs between two hundred and fifty and three hundred. Thirty different organizations used the rooms during the session of 1931-32. This is almost the total capacity for the space available.

2. The Freshman Friendship Club functions effectively. Last session was one of the best that we have had in the number interested and the attendance at meetings. The programs were good. From this group usually comes more than half of the leaders of the student body.

3. Beginning last year, a three-day conference for a limited group of freshmen was held previous to the opening of the University. Leadership was provided from the faculty and upperclassmen. Scholarship, social fraternities, extra-curricular activities, and religion were among the subjects discussed. It will be repeated this year.

4. Interest in mid-week vesper, the morning prayer group, and campus Bible class has increased in the past two years. Plans are being developed to make these features more effective during 1932-33.

5. Thirty students participated in deputation work last session. Visits were made to fifteen different communities.

6. A Cosmopolitan Club, which was organized for foreign students, served to bring them together on several occasions. An effort will be made to follow up the beginning made last session. There is a need for friendly interest in these students who have come from other countries.

7. The attendance of students at the State Older Boys' Conferences and the Southern Student Conference is encouraged. These outside contacts help to quicken interest on the campus and make possible a contribution to high school students.

8. Some of the most effective work is done through interviews. Each year finds a larger number of students coming to the office for conferences on individual problems. A very real contribution is being made in this way.

9. During the session of 1932-33, the Director will teach a three-hour course in the College of Arts and Sciences. The title of the course will be "An Introduction to New Testament Literature." It is hoped that this teaching work may be expanded in 1933-34.

FINANCES

Program expenses for the work of this division have to be raised by private contributions. Like similar work in other organizations, it has been difficult to raise an adequate amount for real needs. This is not due to a lack of interest on the part of people who have usually contributed but to the prevailing financial conditions.

BUILDING FUND

The total building fund at present amounts to \$34,753.41. Of this amount, \$31,050 has been loaned to the University Athletic Association, Incorporated, for the construction of the stadium. A rate of seven per cent interest is charged, and the loan is subject to ninety days' call. The loan is secured by a first mortgage on the lease hold interest of the University Athletic Association, Incorporated, in the swimming pool and stadium. The cost of the pool and stadium was approximately \$160,000. The balance of the fund, \$4,753.41, is on deposit at the First National Bank of Gainesville at three per cent interest, less bonding expense.

RECOMMENDATIONS

It is recommended that renewed effort be made to secure other gifts for the erection and furnishing of a building adapted to social and religious needs.

It is further recommended that as rapidly as business conditions improve, a financial constituency be rebuilt that will provide an adequate budget for social and religious work.

SUMMARY

The Division of Social and Religious Service has always stood for a co-operative program. Helpful relationships exist with other departments of the University, with student organizations and with outside agencies. An effort is always made to secure the largest student initiative. Unified effort is the ideal toward which we have always worked.

Respectfully submitted,

J. E. JOHNSON, *Director.*

THE DEPARTMENT OF PUBLICITY

To the President of the University.

SIR: I respectfully submit the following report of the Department of Publicity.

GENERAL STATEMENT

During the past biennium the work of the Department of Publicity has been carried on in conjunction with the program of the Alumni Association, the Director of Publicity being Executive Secretary of the Alumni Association. A combination of these positions was effected in March, 1929. For some time previous, general University publicity had been administered on a part-time basis by an advanced student under supervision of the General Extension Division.

It has been the function of the Department of Publicity to relate to the citizenry of the state, principally through the medium of the newspapers, important happenings that occur at the University. As tax payers and supporters of the University, citizens of the state have a right to be and should be informed of notable events. It has been our successful policy to avoid the sending of propaganda items to the newspapers. Experience has taught us that there are two viewpoints: the viewpoint of the newspapers, and the viewpoint of the University. We have endeavored to harmonize these, and to focus our viewpoint in such a way as to cause the newspapers of Florida to feel that the Department of Publicity is an agency in which they can place dependability. We are exceedingly fortunate in enjoying the fullest confidence of the press of Florida.

There are thirty-six daily newspapers in the state. There are more than three times that number of weekly newspapers. We have been more direct in our relation with the dailies, for unfortunately there has been so little in the way of a publicity budget for the University that only a small number of the weeklies have been included in our service program. In a degree comparable with the dailies, however, the weekly papers have been very friendly and generous with the University.

The Associated Press, a news gathering and distributing agency of world renown, enjoys almost a monopoly in the state of Florida; and in order to facilitate sending of important news items to the papers of Florida, the cooperation of the Associated Press has always been sought and received. I cannot speak too highly for the splendid manner in which this outstanding organization has assisted us.

There are many occasions, however, when news happenings of the University are not of sufficient significance to warrant their being carried over the Associated Press wires; but we have three other channels for reaching the papers: (1) by overhead; (2) by Associated Press mail service; (3) by our own mail service. I would like to commend the *Florida Times-Union* and the *Tampa Tribune* for their cooperation in accepting overhead stories and defraying the telegraphic charges thereof. These two important Florida dailies have been

most friendly with the University, and for their support and encouragement we are most grateful.

More and more newspaper readers of Florida are evincing an interest in the affairs of the University, and more and more the newspapers, principally through this department, are supplying this information. In spite of the fact that the past two years have been trying on the newspapers of Florida and all states, our state press has given freely of their limited news space, and it is my feeling that the past two years have seen a strengthening of our relations proportionately in accordance with the newspaper space available. The most effective two years in our history have been recorded.

The Department of Publicity has been of considerable assistance to a few individual students who have been given special assignments by individual papers. These representatives are in practically daily contact with our office, and rely upon us for considerable assistance. The *Florida Alligator* in like manner seeks a measure of help from our office. There are occasions when faculty members dislike to give news items to persons other than those who have mature experience and knowledge in the field.

It should not be inferred that the work of the Department of Publicity is confined to news stories for Florida alone. Frequently events of special importance are dispatched to the leading dailies in the South, East, and Middle-West. The cooperation of the United Press and the International News Service is obtained. While it is our principal duty to first interpret the University to our own people, we are not unmindful that it is well for the splendid accomplishments at the University to be realized beyond the borders of our state, and not only through special contacts with out-of-state newspapers and the several news gathering and distributing agencies, leading educational journals and other periodicals are frequently supplied with news.

Principally for Florida's consumption, though not wholly, "mats" are prepared and mailed. Only six dailies in Florida are equipped with engraving plants; hence, if we are to obtain pictorial matter in our papers, we must provide them with this matter. It can be effectively and inexpensively done through the medium of "mats." All papers have facilities for running of "mats", and the reproduction is approximately the same as if the newspaper had been supplied with an original engraving or half-tone. Many demands for special articles, "mats", pictures, and general information are made upon the Department of Publicity by newspapers, radio stations, magazines, etc., because no other source for this information is available. These requests are always attended.

During the past biennium an excellent illustrated booklet on the University was prepared by the Department of Publicity. It filled a very decided need. In this connection it should be mentioned that practically all photographing of the University, its activities, distinguished guests, etc., is supervised by this department.

The University is a member of the American College Publicity Association, established in 1914. During the recent biennium the Director had the distinction of serving as the Regional Vice-President; at the present time he heads the Southern District, embracing six other Southern states.

Surveys by this association show that the University of Florida expends much less in the field of publicity than the majority of state universities. The accomplishments of our office have been rather extraordinary in view of the limited resources and facilities.

The use of the word publicity "office" or "department" is quite misleading. The work is quite a one-man responsibility, for in addition to the Director of Publicity, there is no provision except for a part-time stenographer. While the work of this department is progressing, it can never be as fully and as well attended as I would like to see, until there are added facilities and assistance.

In concluding, I would like to stress that as a factor in portraying the activities of the University, the Department of Publicity is an agency entirely too vital to neglect. I think it not unfair to say that it is much of the life blood of our University.

Respectfully submitted,

FRANK S. WRIGHT, *Director of Publicity.*

REPORT OF THE INSTITUTE OF INTER-AMERICAN AFFAIRS

To the President of the University.

Sir: I beg to submit herewith the following report on the activities of the Institute of Inter-American Affairs for the biennium ending June 30, 1932, together with the needs for the biennium beginning July 1, 1933.

The Institute of Inter-American Affairs, since its foundation in 1930, has rapidly assumed an outstanding place among the organizations of its type both in the United States and in the other republics of the Western Hemisphere. Tangible results are evident: first, on the campus of the University of Florida; second, in the high recognition given the Institute by the Carnegie Institution of Washington; and third, from the many commendations received from official and unofficial organizations throughout the Western Hemisphere.

The activities of the Institute fall directly into three major groups: (1) the development of special curricula and arrangements to provide for Spanish speaking students who wish to continue their academic studies at the University of Florida; (2) the promotion of research work and publicity programs which will directly aid in the development of better understanding and cooperation among the peoples of the New World; and (3) the holding of international congresses, at such times as may seem advisable, to deal with the problems connected with the activities of the Institute.

A new method has been developed for orienting students from other countries. With the complete cooperation of all colleges on the campus a special curriculum is arranged for each foreign student, thus breaking down departmental and college boundaries and affording individualized instruction during the period that the foreign student is becoming acquainted with the language, habits, and customs of this country. This plan, which strikes a new note in the development of international education, has been in force with increasing success at the University of Florida for a year and a half.

Through personal contact of the Acting Director with educational leaders in several of the republics of Latin America during the last two years and from extensive correspondence, definite plans for the exchange of students have been developed. This will afford an opportunity for Florida students to continue their studies in the leading universities in Latin America and will enable students from those countries to attend the University of Florida. Several requests for exchanges have been received, and undoubtedly the next year will see the completion of negotiations and several students will be receiving the tremendous benefits of such exchange arrangements.

The Institute has carried on extensive research which will develop a much closer and better understanding between the peoples of the United States and the republics of Central and South America. With the cooperation of many individuals and organizations and through extensive correspondence, a large amount of first-hand information concerning life, habits, customs, educational systems, etc., has been gathered. Cooperating with the Institute the University Library has made a vast amount of this material available to the students and professors at the University and to the people of the state.

In recognition of the work of the Institute and of the tremendous value

which will result from the continuation of such work, the Carnegie Institution of Washington has cooperated with it and the University of Florida in carrying out more extensive plans. The Acting Director of the Institute was granted leave of absence for the second semester in 1932 in order to engage in research work in Central America under the auspices of the Carnegie Institution of Washington. The major part of the work consisted in a geographic survey of the life and institutions in the highland region of Guatemala. In addition to this, through personal interviews with various Ministers of Education and other government officials both in Guatemala and in other Central American Republics as well as Cuba, the Acting Director was afforded an opportunity to describe the developments in international education at the University of Florida. Pledges of fullest cooperation were received from all, and the problems confronting further exchange of students were discussed and many difficulties overcome and misunderstandings cleared up.

With the cooperation of State Radio Station WRUF, special programs have been arranged to acquaint the people of Florida and of surrounding areas with the life, habits, customs, music, and market conditions in the republics of Latin America. These programs have proved surprisingly successful, and many letters of commendation have been received from places as far distant as Colombia, Panama Canal Zone, Guatemala, Canada, as well as numberless responses from Mexico, Cuba, and southern United States. Definite plans have been developed, making these programs a continuous feature.

The Institute held its first congress in February, 1931, in connection with the 25th Anniversary of the founding of the University of Florida in Gainesville. Eminently qualified speakers including the Commissioner of Education of the United States, the President of the Carnegie Institution of Washington, the President of Alabama Polytechnic Institute, the President of Clark University, the Dean of George Washington University and the Foreign Editor of the United Press Association took charge of the various discussion groups. The report of the committee on permanent organization and plans for the Institute was unanimously accepted, and the needs and methods for developing better understanding in the Western Hemisphere by the Institute were fully discussed at the various round table discussions. Over one hundred and fifty official delegates from the United States and Latin America took part in the discussions.

Respectfully submitted,

ROLLIS S. ARWOOD, *Acting Director.*

GENERAL EXTENSION DIVISION

To the President of the University,

SIR: I beg to submit herewith the Seventh Biennial Report, concerning the activities of the General Extension Division for the period July 1, 1930, to June 30, 1932, together with a proposed budget for the biennium beginning July 1, 1933.

GENERAL STATEMENT

It may be said that the University of Florida now has an extension program equal to, if not better than, any in the South. Agricultural extension, since its inception in this region, has outstripped the general extension activities intended to serve the other large groups not interested in the farm or farm problems.

However, at present, in Florida, we find the work balanced, with the General Extension Division offering educational opportunity and a great variety of informational service to adults, individually and in groups. The amount of work accomplished has been limited only by the resources of the Division. We have always been faced with the fact that the demand for service has been greater than our ability to render it.

The Dean of the General Extension Division is in hearty accord with the President of the University in believing that, because of the present adverse financial conditions in the state, no additional appropriation should be asked for general extension work, regardless of the ever-increasing demands.

The General Extension Division was established on the fundamental principle that the State should appropriate enough from State funds to take care of the administration and overhead of the organization, in order that educational opportunity and service could be offered to the adults supporting the institutions of the State.

It has been understood that in this way opportunity would be offered to all adults, but the individual should pay for the specific service which he might receive. As a result, all of the extension class work is self-sustaining, and the student takes care of the greater part of the cost of correspondence study. The fees collected for these courses are used entirely to pay instructors and travel expenses necessary in giving the work. There is no definite margin to take care of the general administration and overhead. This must continue to come from appropriations from State funds. Money from students only passes through our hands and the State treasury to the instructor. These fees cannot be used to offset the cost of administration and overhead.

Thus it follows that if we place a limit on the collections which we make, we must limit the number of people that we can accept for instruction. We certainly cannot take the student's money for instruction unless we can pay it out to the instructor. On the other hand, I realize that these facts are not generally known, and as long as it seems best to limit our collections, and consequently the amount of our work, your deans will certainly cooperate with you and the Board of Control in this respect. At the same time, under normal conditions, we have considered that we should attempt to meet the demands for those

services for which individuals are willing to pay, and which, as a result, can be conducted without cost to the State.

This report will show a continued increase in our activities, in spite of our reduced appropriation during the biennium. This has been made possible only by the most rigid economy. It must be known that during the next biennium we cannot permit the same degree of growth with the funds which will be available, and it is hoped that no one will be disappointed if we cannot show as much of an increase in the services rendered during the next two years as we have in each previous biennium.

EXTENSION TEACHING

The General Extension Division follows all rules and regulations accepted by the institutional members of the National University Extension Association in handling courses and students in correspondence study and extension classes.

CORRESPONDENCE STUDY AND EXTENSION CLASSES

The General Extension Division offers instruction to all classes of adult citizens, and every effort is made to suit the individual needs. College courses are given and work of sub-collegiate grade and non-credit courses are offered to those who are not ready for college work.

The Division instructs adults by offering courses by correspondence study, in extension classes, and in short courses.

The college courses offered by correspondence study include practically everything given on the campus of the state institutions of higher learning except those courses which call for laboratory equipment and supervision. College courses are offered to persons who have been to college and who want work which will help them to secure a degree, receive, or extend a teaching certificate, etc. On the other hand, we are just as much concerned with the man or woman who, because of lack of educational opportunities during youth, now finds it necessary to secure more education, whether he is interested in learning how to keep a simple set of books or write a good business letter. For these adults, sub-collegiate courses are given, including high school courses, commercial courses, etc.

Extension classes are given in college subjects only, except for a limited number of special classes conducted for business, professional, and technical groups not desiring credit. Most of the people enrolled are Florida teachers who, because of the new standards set for the teaching profession, have found it necessary to attend the extension classes in the winter and the summer sessions of state institutions if they are to qualify themselves to hold their present positions. We have used our extension classes very largely to save Florida jobs for Florida teachers. Fees paid by the teachers in these extension classes covered not only the entire cost of instruction, but the travel necessary to give that instruction.

Correspondence study students are enrolled from every county in the state, from thirty other states, and from Cuba, Egypt, and the Dutch West Indies.

Four hundred ninety classes have been conducted in 45 counties of the state.

While the ages of students enrolled range from 17 to 69, the average age of extension study people is nearly 30 years. This fact alone indicates that the Division is successfully reaching people who are beyond school age, yet feel the need of more training, and people whose education has been interrupted.

Our experience during the last 13 years shows that between 70 and 75 per cent of all correspondence work is finished. Between 90 and 93.5 per cent of all extension class work has been completed. From all the evidence that we can gather, Florida has made a national record in this respect.

Among those enrolled are numerous groups including clerks, farmers, teachers, ex-service men, business men, homemakers, lawyers, civil officials and club women.

We believe that a total increase of 42.8 per cent is a creditable showing under the circumstances.

The following table shows not only the growth but also the trend in extension registration. As time goes on, the number of registrations in collegiate work is constantly increasing.

CORRESPONDENCE STUDY AND EXTENSION CLASSES
REGISTRATIONS

	Bicennium 1928-30	Bicennium 1930-32
EXTENSION CLASSES—		
Registrations:		
Credit Courses	4,643	6,675
Non-credit Courses	165	1,295
Totals	4,811	7,970
Number of Extension Classes.....	293	499
CORRESPONDENCE STUDY—		
Registrations:		
College Courses	2,956	3,895
High School Courses.....	1,251	1,293
Non-Credit Courses	661	648
Reading Courses	533	784
Totals	5,403	6,620
TOTAL REGISTRATIONS:		
(Extension Class and Correspondence Study)	10,214	14,590
SHORT COURSES	1,333	456
GRAND TOTAL	11,547	15,046

INSTITUTES AND SHORT COURSES

Short courses, community institutes, and conferences have been held to give instruction and afford an opportunity for discussion of problems confronting groups or communities. The program of short courses and institutes is intended to be flexible enough to meet all practical needs of the groups which it serves.

During the past two years, because of the lack of funds for travel and other incidental expense, it has been impossible to meet the demands. The short

course program has been confined, for the most part, to those activities which could be put on at the University of Florida, where the interested individuals could be assembled and given the desired instruction.

Short courses which would benefit whole communities, indirectly at least, through the individual persons in attendance, have been selected from the list of short courses which the University has been asked to present.

WORK ACCOMPLISHED DURING THE BIENNium

In 1930, June 8 to 12, the third Short Course on Electric Meters and Relays was held at the University of Florida, with an attendance of 25 men, representing 17 cities and 3 states. The 1931 short course was attended by 21 students, representing 18 cities and 3 states. Besides the University of Florida, several power companies, manufacturing concerns, and municipalities furnished experts for the faculty.

The Southern School for Commercial Secretaries short course was held June 23 to 27, 1930. The course was discontinued because it was considered that other groups of greater size might be served with the same amount of effort.

A short course on Water and Sewage Treatment was held from April 8 to 11, 1930, with a total attendance of 38, representing 20 cities and 9 states. The University of Florida, the state and national executives of the American Waterworks Association, and representatives of manufacturers furnished the faculty for the short course. The 1931 group met at Palm Beach, and was the only exception to the rule that short courses and institutes were not held on the campus. The total attendance at the 1931 short course was 67 persons, representing 25 cities and 3 states.

Two short courses for Radio Service Men were held, one from July 7 to 12, 1930, and the other from June 1 to 6, 1931. The first course was attended by 123 people, representing 49 cities and 3 states; the second by 70 persons, representing 42 cities and 3 states. The third short course for this group was held June 6 to 11, 1932, with an attendance of 32, from 21 cities and 3 states. Faculty members for this course were drawn from the University of Florida, manufacturing companies, and radio engineers. Thirty-one manufacturing companies were represented by exhibits of their products during the last short course.

The Boy Scout Executive Seminar was held for the first time October 20 to 31, 1931. Fifteen scout executives from 12 cities attended, representing two states. There was no regular faculty, as all the work was done in discussion groups, led by scout executives and members of the University of Florida faculty. There were present for the seminar, two regional and one national executive from the Boy Scouts.

All short courses except the short course on Electric Meters and Relays and the short course for Radio Service Men were given without registration fees.

The total attendance at all short courses for the biennium was 456, as compared with 1,333 for the last biennium, the decrease being due largely to decreased appropriations for this purpose.

LECTURES

The General Extension Division has continued to book commencement speakers as a service to the high schools of the state. The lecture bureau makes

contacts for the university professors, collecting expense accounts which the local committees are asked to guarantee. A number of faculty members accepted speaking engagements.

CITIZENSHIP TRAINING

Numerous aids are offered through the various activities of the General Extension Division to assist in the promotion of good citizenship. However, the principal work along this line is done in cooperation with the Fourth Corps Area Headquarters of the War Department, by enrolling Florida boys for attendance at the Citizens' Military Training Camps.

C. M. T. C. REGISTRATIONS

This activity has been a decided advantage to Florida because it has been found that the C. M. T. Camps are a great educational factor in developing leaders, particularly for the rural districts. In the camps, Florida boys come in contact with the young men from the entire South, get new ideas, and learn lessons in discipline, courtesy, sanitation, hygiene, nutrition, mass play, etc., which enable them to return home and in many ways assist the county and home demonstration agents and others very materially in carrying out their program of work for building the rural life of Florida. Further, the physical examinations required, the deficiencies discovered, and the suggestions made for correction warrant the effort put into this activity, which is conducted without cost to the state.

Since 1922, when the present system of C. M. T. Camps was established, Florida has repeatedly been the first state to fill its quota, and letters of commendation have been received from the War Department and patriotic societies throughout the nation.

In 1932, 441 young men were enrolled for C. M. T. Camps directly by the General Extension Division.

VISUAL INSTRUCTION

SLIDES

During the past two years a number of stereopticon lanterns and film-slide lanterns have been added to the equipment of schools throughout the state, and this has accelerated the use of these particular visual aids. No new slides have been purchased, but the sets have been kept intact by replacement of damaged slides. Arrangements whereby a combination stereopticon and film-slide lantern was purchased for the department brought the total of lanterns available for the use of schools up to five.

FILMSLIDES

Arrangements with the manufacturers of filmslides have made it possible to add a number of new sets to the filmslide library, thus keeping the material up to date. This form of visual instruction is particularly popular, and is growing in appeal because the transportation cost is practically negligible.

PICTURES, PRINTS, AND CLARETS

While unable to purchase additional pictures and prints, the Department has supplemented the study material with some art appreciation books. These have

stimulated the interest in picture study, and have added considerably to the value of the pictures and prints themselves. The charts have been widely used for health clinics, book weeks, and similar projects in the schools and communities.

PUBLIC INFORMATION AND LIBRARY SERVICE

The various kinds of library service offered by the General Extension Division have been increasingly popular, and the Division has been taxed to the utmost capacity to meet the demands made upon it. By skillful handling, however, it has been possible to keep from disappointing more than a minimum of people.

PACKAGE LIBRARIES

The package library service increases from year to year, and has been particularly heavy this biennium. These package libraries are particularly in demand for schools in preparing debates, themes, and term papers on subjects of current interest. They are also widely used by ministers, club women, and others who have need for current information.

REFERENCE BOOKS

While there have not been available a sufficient number of copies to make the reference book loans as efficient as they might be, it has been possible to supply the reference books absolutely necessary for our correspondence study and class students. At present, the Reference Loan Library contains 2,667 titles, represented by 2,901 volumes.

TRAVELING LIBRARIES

The work of bringing the reading of school children up to standard has progressed very satisfactorily, and the demand for traveling libraries grows from year to year. No funds have been expended for the purchase of new books during the biennium; rather, the money has been used to replace those volumes which were worn out, and to rebind those which could still be used. At present there are 2,486 books in the library.

HOME READING OUTLINES

Home reading outlines are furnished upon request. There are available 550 study outlines which may be used as guides for individual reading or by clubs and study groups.

PROGRAMS FOR SPECIAL OCCASIONS

Outlines on subjects for programs for the observance of holidays and other special occasions are provided. Books, package library material, stories, songs, and similar materials are now furnished to schools, clubs, and communities desiring this assistance.

PLAYS AND RECITATIONS

Through the courtesy of a number of publishers, 125 new titles and 208 new volumes of plays were acquired for the play library. These play titles were chosen with extreme care, since they are for use in the one-act play

contest, for reading only. New recitations added to the collection have been chosen to meet specific demands, such as the state declamation contest.

TALKING MACHINE RECORDS

The only records purchased during the biennium have replaced broken ones, usually without cost to the Bureau. The Bureau is indebted to the Radio Station for some excellent records, which were contributed after they became unfit for broadcast purposes. Interest in the records has been stimulated by the use of various kinds of readers suggesting ways in which they may be used.

MANNER AND DISTRIBUTION OF LOANS VISUAL INSTRUCTION

Activity	Distribution by Counties		
Stenopticon Slides	34,747 slides	679 sets	33
Filmstrips	623 rolls*	252 sets	16
Pictures and Prints	1,172	28
Charts	869	21

PUBLIC INFORMATION AND LIBRARY SERVICE

Package Library	14,003 articles	1,096 sets	61
Reference Books	7,465	47
Traveling Library	3,247	181	26
Plays	4,172	65
Recitations	2,081	50
Talking Machine Records	1,175	32

*Each roll contains 20 or more views.

PUBLICATIONS

BULLETINS

During the biennium the General Extension Division has printed 77 bulletins, only the number necessary for announcements and information. In addition to the regular mailing list of 3,000 names of libraries, university presidents, the State Board of Control and other Florida educators, 103,000 copies of bulletins have been distributed during the biennium.

HIGH SCHOOL CONTESTS

During the biennium just ended, the General Extension Division has endeavored to increase the usefulness of its inter-scholastic contest work by promoting the participation of every school of the state in the present well-rounded program of activities offered, rather than by extending the number of activities of a few leading schools. Therefore, no new competitions have been added to the program. The gratifying increase in the number of registrations in the contests shows what advance has been made in this policy of fuller participation. In 1931-32 each of the 204 competing schools participated in 3.35 contests; in 1929-30, the average was 1.91.

The celebration of the George Washington Bicentennial formed a most important addition to the regular program of 1931-32. The General Extension

SUMMARY OF INTERSCHOLASTIC CONTEST REGISTRATIONS

Contest	1924-25	1925-26	1926-27	1927-28	1928-29	1929-30	1930-31	1931-32
Debate.....	38	54	58	66	53	44	47	60
Declamation.....	58	71	60	52	66	72
Oratory.....	55	36	42	43	49
Plays.....	42	56	68
Academic.....	54	69	68
Publications.....	12	32	34
Spelling.....	124	153	164
Gen. Washington Declamation.....	98
Gen. Washington Essay.....	67
TOTALS.....	38	54	116	192	149	370	472	680
Number of Schools Entered..	38	54	68	80	79	197	223	204

Division conducted in Florida the educational contests sponsored by the National Bicentennial Commission. These included a declamation contest for elementary schools, an essay contest for high schools, and an oratorical contest for colleges. The college oratorical contest was conducted in cooperation with the Speech Department of the University of Florida.

About 5,000 school children entered the local contests in this series alone. The winner of the state oratorical contest participated in the inter-state elimination competition, and the essay winning state honors was entered in the national contest.

Respectfully submitted,

R. C. RILEY, *Dean.*

REPORT OF RADIO STATION WRUF

To the President of the University.

Sir: The primary duties of State and University Station WRUF are: (1) presenting Florida to the public generally in broadcasting to the people the opportunities the state affords, (2) serving the people of Florida in bringing them timely subjects such as market reports, police and sheriff reports, educational features, etc., and (3) bringing entertainment to the people not otherwise served by radio stations.

The policy of this station has been one of service. We have at all times cooperated with the various agencies of this state in presenting a true picture to the people of the United States concerning Florida's products, the merits of these products, the many opportunities of investment in this state, and the great advantages Florida offers over and above those of other states. We have given this information day after day. The results speak for themselves. It is impossible to estimate the value of such advertising in dollars and cents. We would be in position to do a great deal more of this work provided we had the necessary personnel and money. We operate on one-fifth of what the average five-thousand-watt station operates. We are absolutely convinced that we could increase our listening public many fold if we were able to give them better programs. The coverage of this station in the evening time is an invaluable asset to the state. Northern listeners like to hear Florida stations, and it is very difficult to get any station in the north other than WRUF, because of the fact that all other Florida stations are heterodyned. WRUF, then, has the best outlet for the State of Florida in the radio field.

STATION RELATIONS

The most significant change in the status of the Radio Station during the past year is so far as it affects its listeners was the incoming of programs from the Columbia Broadcasting System. Arrangements were completed in September, 1931, whereby WRUF would become an outlet for the Columbia chain, but it was not until March 1, 1932, that chain broadcasts came into the studios. This delay was due primarily to the fact that WRUF is still operating as a sunset station and the most desirable evening hours are not available to national advertisers. The addition of Columbia features to the University Station's program has been welcomed by its entire audience. The finest artists of the world are now heard, a service which it is impossible for an individual station to provide. The talent available for local programs is very limited, and the Station is further handicapped by lack of funds with which to provide program material.

From March 1 until July 31, 1932, WRUF carried thirty-six and three-fourths hours of Columbia Broadcasting System's commercial features, of which eight and one-half hours were educational broadcasts of the nature of home economics talks. These few commercial programs made ninety-nine hours of sustaining features available to the Station without charge. The high quality of all of these programs has greatly enlarged the audiences of

the Station and served to increase its usefulness. Of these programs it might be well to mention the Lewisohn Stadium Concerts by the New York Philharmonic Symphony Orchestra and the weekly news periods on conditions in Washington. Just as soon as the Station carries a sufficient amount of commercial Columbia programs, the entire sustaining schedule of the network will be available. This will include such nationally known features as the American School of the Air, which is being used by public schools over the entire nation.

WRUF should have a definite sign-off time in order to properly present programs either for the State or University. It certainly should, in order to present chain programs. An application should be made to the Federal Radio Commission locked up by state officials petitioning them to allow us to sign off at 10:00 o'clock Eastern Standard Time, which, at the latest, would be 8 o'clock Mountain Time, thus insuring a minimum of interference with KOA, Denver, which has been assigned the clear channel of 830 kilocycles on which we operate until sunset in Denver. This station would be of far greater value to the people of the state, if such an arrangement could be worked out.

In June, 1930, the Ohio State University inaugurated the first of a series of Annual Institutes of Education by Radio. The Director represented the radio station at this meeting and took an active part. This Institute is the principal gathering of educators in the country who devote their activities to the part of radio in education. Representatives are there from all parts of the nation and the world, and it is to be regretted that budget limitations made it impossible to have a representative at the 1931 and 1932 Institutes. If WRUF is to take its proper place among educational radio stations and if it is to benefit by the experience of others, it is essential that its executive take an active part in future meetings of this nature.

The State Radio Station maintains active membership in the Association of College and University Broadcasting Stations. This organization represents all educational institutions who are interested in the opportunities which broadcasting offers to the educator. The Director is the member of the Executive Committee from the Third Zone, and an effort is made to cooperate with the Association in every way.

As a state institution, WRUF has made its facilities available to many departments of state work and has cooperated with leaders in every activity. A great portion of the programs is from the University; during the past year the Florida State College for Women sponsored a series of broadcasts by its music department. Programs were also presented by the Florida A. and M. College for Negroes, the School for the Deaf and Blind, and the Florida Farm Colony. The value of the work being done at the Industrial School for Boys and the State Prison Farm has been brought to the audience of the Radio Station by executives of these institutions along with some of the exceptional talent found among the inmates.

The public school broadcasts are under the supervision of the Department of Public Instruction; the Station also cooperates with the Department of Agriculture in its work. Publicity announcements and programs have been given to assist the activities of the motor tag department, the Florida Fish and Seafood Industry, the Century of Progress Commission, etc.

WRUF has taken advantage of the service offered by the Federal Department of Agriculture. The weather bureau supplies the Station with daily weather forecasts, emergency warnings, and the wind variations for the Gulf. The forecasts and emergency warnings are valuable not only to the audience as a whole but particularly to agricultural and shipping interests. The wind reports are a recent innovation which are broadcast in Greek for the benefit of sponge fishers on the west coast. Most of the sponge fishermen speak English fairly well, but they understand their native tongue much better; in giving them weather reports in their native tongue, there is less chance of their misunderstanding the more important storm warnings which mean life and death to many of them. This service we were able to give through the cooperation of Jimmie Dakos, a well-educated Greek who charges us nothing for his time or trouble.

The radio service of the Department of Agriculture also furnishes the Station with much material for its agricultural and home economics broadcasts.

Health talks furnished by the Public Health Service of the Treasury Department furnish a daily educational broadcast of great value. Further cooperation is given this department each year in the broadcast of information regarding the filing of income tax returns.

Welfare and fraternal organizations such as the American Red Cross, American Legion, American Legion Auxiliary, and the United Spanish War Veterans have presented broadcasts as a part of their activities and also in an effort to acquaint the public with the nature of their work. During the last year a series of educational talks were presented in cooperation with the Florida Medical Association. Monthly programs are given by the 4-H Clubs of the state, and during the annual summer camps of the Future Farmers of America the facilities of the Station are turned over to them for the broadcast of their work. The music clubs of the state also avail themselves of the opportunity to present programs from the Station and have furnished many very fine broadcasts.

The State Radio Station has made particular effort to assist educational institutions in presenting their music departments to the people of the state. Many excellent programs have resulted from these efforts, and the institutions have benefited from the publicity which they have received. The Florida State College for Women gave eight weekly broadcasts by the faculty and students of its school of music during the past season, and a similar series is planned for the coming year. Arrangements are also being made with the John and Mabel Ringling School of Fine and Applied Arts at Sarasota whereby its music department will present a number of programs. A number of talented negro artists have been presented from the Florida A. and M. College, the Bethune-Cookman College, and the Florida Normal and Industrial Institute.

A radio station is placed in a delicate position with regard to religious programs, but WRUF has maintained a high quality of such broadcasts by insisting that they be of a non-denominational character and that they be of interest to any listener, regardless of their faith. The audience is given first consideration, and splendid cooperation has been received from all pastors of the city. Three religious programs are being carried at the present time, two of them coming from the Station studios and the third being the broadcast of

morning church services. The studio programs consist of a Bible school lesson conducted by Dean W. H. Wilson of the College of Arts and Sciences, and the Vesper Service, a thirty-minute Sunday evening program presenting a mixed quartet and the various pastors of the city.

The University Radio Station has been in cordial relations with the other stations of the state and has endeavored to assist them whenever possible. An example of such cooperation was in evidence during the past football season, when several games were broadcast over a network of Florida stations.

PROGRAM SERVICES

As WRUF was established primarily as a university broadcasting station, its programs are planned from this viewpoint. Foremost among these activities are the broadcasts dealing with music appreciation. The morning periods go directly into the public schools and are intended for the elementary grades and junior and senior high school pupils. With the limited personnel which conduct these programs, it is impossible to follow up this work, but a hasty survey shows that during the past season schools in sixteen cities carried these broadcasts to a total of 4,873 children. Such study furnishes an introduction to the student's musical education and is of particular value in a state where this phase of school work has been neglected. In many cities it is the only source of such instruction that is available, and in schools where music teachers are provided it is impossible for them to present the illustrations which are available from the record library of WRUF. The second music appreciation program is that feature known as the "Hour with the Masters." This deals with the work of great composers, and, while it is not intended to be used directly in the schools, it may be drawn upon for study. It should be mentioned that the general audience of both of these features many times outnumbers that of the schools, which fact attests to its value and popularity.

Another phase of the educational work deals with lectures and occasional programs. The daily educational hour features manuscripts by well-known authors and lecturers as well as travel talks and articles of current interest. These readings are interspersed with music in keeping with the discussions. In addition to these programs several lecture series have been presented by members of the University faculty, and a number of similar courses are planned for the coming fall. Other events of particular educational interest are the description of such occasions as the Pan-American Day Celebration sponsored by the Institute of Inter-American Affairs, the George Washington Bicentennial Celebration, University Commencement exercises, Convocation programs, University Iyocum numbers, and all speakers of note who may address the student body.

For a number of years a daily broadcast dealing with home economics has been broadcast from the studios in cooperation with the United States Department of Agriculture and the State Department of Agriculture. During July, 1932, the Agricultural Extension Division of the University took over this work in conjunction with the Florida Farm Hour, and studios have been placed in its offices so that the broadcasts may be handled directly from the campus.

The Florida Farm Hour, conducted by the Agricultural Extension Division,

is the most extensive of the Station's agricultural broadcasts. It is a forty-five-minute program given daily except Sunday, and consists of approximately thirty minutes of talks interspersed with music. These talks or lectures are prepared by members of the University faculty and field workers of the State and Federal departments of agriculture, as well as by other leaders in this field. At the present time a mailing list of over 2,000 homes is maintained, to which releases of publications are sent.

The broadcast of the activities of Farmers' Week, an annual event of Florida agriculturists, makes this gathering available to all homes over the greater portion of the state. The addresses of speakers presented to these people are broadcast, as well as a number of the lecture sessions which are held. The speakers on this year's program included Governor Doyle E. Carlton; Hon. Nathan Mayo, Commissioner of Agriculture; Harry Lee Baker, State Forester; Royal Dixon, Naturalist; and others. Many programs also originate from the meetings of boys' workers and other leaders.

During the spring and early summer of 1931 daily reports were broadcast from the State Marketing Bureau in Jacksonville. This feature proved to be of great service to growers and shippers over the entire state, and at the time it was discontinued many letters were received requesting that this service be again given the following season. The Radio Station's budget for the present biennium precludes the expense of remote control lines to Jacksonville, and the absence of these reports was severely felt during the past season. It is urgently recommended that funds be provided to carry on this work in the future. This is another service that it is impossible to estimate the value in dollars and cents. From what we have been able to learn from the growers, these market reports have saved them thousands of dollars because it enabled them to change consignments of fruits and vegetables to a field that would bring a better price, thus bringing more money into Florida. The twenty-four-hour line service to Jacksonville in order to bring these market reports would cost the state \$4,530. Remote control lines in Jacksonville, from which this service would be conducted, would cost approximately \$500. In this way \$5,030 would bring a service to the growers of Florida that would save them many, many times this amount of money each year.

During the last biennium sheriff and police reports were carried three times a day from the offices of Sheriff R. J. Wells of Alachua County, but during July of this year this service was taken over by the Station itself and will be in the future conducted from its studios. The Station is in communication with peace officers over the entire state, and sheriffs have signified their intention of cooperating in the furtherance of this work. According to Sheriff Wells, during the time these broadcasts were carried from his offices they resulted in the recovery of over \$175,000 worth of stolen property and the apprehension of over a thousand criminals. When these figures are considered, a service of this kind is indispensable to the people of this state and is a preventive of crime as well. Criminals have informed us that they would think a good many times before committing a crime if they knew it would be broadcast a short time after the crime had been committed. To carry on this service properly would entail the services of one man, full time, for which no provision was made in the last budget. These broadcasts would involve a cost,

if properly carried on, of \$2,300 a year. When one considers the amount of property returned to its rightful owners and the number of criminals that have been apprehended and the prevention of crime due to these broadcasts, it is well worth any amount of money the State would care to spend.

There are many things constantly happening both here and abroad that should be broadcast, but line charges and remote control overhead prevent our bringing these features to the public. The budget as submitted will not enable us to furnish this service or any other new service unless items are added that have been set forth in this report. I have in mind the Century of Progress Exhibition. That is one thing Florida will naturally be extremely interested in, especially Florida Day at this exposition.

A new position, which is not included in the budget but which should be created, is one of production director who will have charge, more or less, of all programs. The Station is growing so rapidly and such a variety of program material is coming in at all times that it is essential, in order to properly go over it and see that it is presented a radio way, that it contains no propaganda of a detrimental nature, and conforms in all manner to the principles which guide this Station. His duties should include the studying and presentation of new programs. Practically every radio station in the country has such a director. The position should be placed in the hands of one man entirely responsible to the director, and should carry a salary of \$2,500 a year. This would enable the Station to carry on in a very much more successful way.

Another feature of our daily programs is the news summary given twice daily, one period being devoted to items concerning Florida. The weather forecast and wind reports that have been mentioned, as well as the health talks and religious services, are regularly presented from the Station. Much educational work is also done in cooperation with the agencies which have been enumerated above. Still another valuable service is found in the broadcast of occasional events such as the election returns handled during the past June. Such a feature is of interest and value to the entire state.

Chambers of commerce and other organizations have recognized the value of placing squarely before the public the merits of their communities. Many chambers of commerce have taken advantage of the facilities offered them and have broadcast some excellent programs over the state-owned station.

WRUF has been greatly handicapped in the presentation of entertainment programs. Practically no funds have been provided for this purpose, but, under the circumstances, the Station has sought to maintain as high a standard of broadcasts as possible. In view of the shortage of talent and funds available, the Station has accumulated a library of recordings which contains the best music of all classes. Although recorded programs are not looked upon favorably by many listeners, it is coming to be acknowledged that they are the most perfect type of broadcast that can be presented by an independent station, and WRUF enjoys the reputation of presenting the finest recorded programs in this section of the country. At the present the library consists of 18,000 surfaces of recordings and transcriptions, containing the finest music available.

WRUF is licensed to operate upon a clear channel of 830 kilocycles during the day. It must sign off at sundown Denver, which time varies from 6:30 p. m. in December to 9:30 p. m. in July. The Station is at present signing

on at 8:00 a. m. daily except Sunday and 9:00 o'clock on that day of the week. It is necessary that a radio station fill its assigned hours of operation in order to maintain its claim for a frequency, as Federal requirements stipulate that "the licensee of each broadcast station shall maintain a minimum regular operating schedule of two-thirds of the hours it is authorized to operate during each broadcast day." This makes it imperative that WRUF remain on the air at least nine hours and thirty minutes daily, which affords the Station a great opportunity to bring to the people of the state wholesome entertainment in addition to the educational and other public services which have been discussed.

The technical staff of the Station has been confronted with many serious problems during the past few years. With limited funds available it is a difficult task to keep up to the high standards which are required by the Federal Radio Commission. Continuous vigilance and long hours must be put in by the operating staff in order to maintain the equipment. Radio equipment deteriorates very quickly without constant supervision. Many of the stations as old as WRUF have been replaced with new transmitters, but except for the fact that our station is not as powerful as some of the newer stations, our equipment functions splendidly. On the other hand, it must be borne in mind that each year further deterioration of the apparatus occurs, so there should be no let down in the policy, which has been adopted, of keeping the equipment in first-class working condition. Probably no station of our size operates as economically as ours does.

Our wave length assignment is an excellent one except for the restriction in time allowed. It could be capitalized at several hundred thousand dollars. Every effort should be made to maintain our standards so that we are not deprived of this valuable wave assignment. With this in view, cognizance should be taken of the fact that at any moment new advances may be made in radio which might result in our being compelled by the Federal Radio Commission to make changes. No funds are available at this time for taking care of such changes.

The technical staff has cooperated with the Department of Electrical Engineering of the University of Florida, the United States Army, and many other organizations in furnishing instruction and giving technical advice. Many students of the engineering classes at the University benefit considerably by the cooperative arrangement between the Radio Station and the Department of Electrical Engineering.

COMMERCIAL POLICIES

The University Radio Station has constantly refrained from the soliciting of advertising accounts. With such a limitation the amount of time sold has been negligible, amounting to 32% hours and 79 commercial announcements during the past fiscal year, netting receipts of \$2,713.68. The greater part of this money goes to meet requirements of the appropriation, but what little remains is spent for student artists when it is available.

As WRUF is the most powerful broadcasting station in the state and offers the largest coverage to the advertiser, it quite naturally receives some requests for

time without advertising them. However, rigid policies are maintained in regard to the articles advertised and the manufacturer, as well as in regard to the standards of the program itself. The fact that WRUF is a state and university station makes certain types of advertising undesirable and makes impossible the acceptance of many contracts. No accounts are accepted unless there is no possible objection to the product and the program can be considered as contributing some value to the Station's broadcasts.

A brief explanation will make clear the status of the Columbia Broadcasting System commercial accounts. The radio station must carry three hours of commercial chain features weekly in order to pay the cost of telephone lines, but the station will be paid for any commercial programs in excess of this amount. In exchange, WRUF is entitled to all sustaining features offered during the hours the lines are open for commercial broadcasts. As the latter are usually for periods of fifteen minutes and the lines must be opened for at least an hour, approximately forty-five minutes of sustaining features are available for each fifteen-minute commercial program. However, whenever the Station carries the stipulated minimum of three hours of commercial periods, the entire C. B. S. sustaining schedule will be available without charge.

The following tabulation is an average of the percentage distribution of the above program services as submitted in the Station's applications for license dated December 28, 1931, and May 27, 1932:

COMMERCIAL		SUSTAINING	
Entertainment	1.2 per cent	Entertainment	57.2 per cent
Educational6 per cent	Educational	30.6 per cent
		Religious	2.5 per cent
		Agricultural	5.6 per cent
		Community Organizations	.3 per cent
		Sheriff and Police.....	1.9 per cent

SUMMARY

Since radio has taken such a prominent place in the daily life of the average American, it has become one of the best mediums to reach the public and particularly business people who after a hard day go home and settle down to listen to the radio. Therefore, it becomes one of the best mediums of selling opportunities for investment in Florida, Florida products, Florida climate, and many other opportunities of Florida too numerous to mention. In order to properly present programs and to hold listeners, it is necessary to interest them by giving them as nearly as possible good, exceptional talent programs.

Because of the lack of funds, personnel, and space, WRUF has been handicapped. This station has one of the best reputations of any station in the country for recorded programs and the presentation of same. Our educational programs have been highly commended and have been well received by the listeners of WRUF. We, of course, are in an excellent position to render this service through the cooperation of various colleges on the campus, but as a station grows in popularity, so of necessity must it grow in personnel, equipment,

space, and variation of programs. Radio must meet all classes of people, and in meeting them it must design or build its programs accordingly. Constantly it is necessary to place remote controls at various points in order to broadcast events of interest to the public generally. It takes time, money, and personnel to do these various things. Florida at the present time is endeavoring to build up good will, trade, and commerce with our Central and South American countries. One of the best means of accomplishing this is for the state to put in a short wave transmitter that will reach all the people of Central and South America. Radio sets are now coming equipped with both short and long wave dials. We are in position, with the many Spanish students of the University, to go direct to the Central and South American countries in their own tongue. A short-wave transmitter would be of tremendous value to this state.

It is strongly urged and recommended that the state agencies who receive large sums of money for advertising purposes invest some of it in radio as a means of reaching the people regarding the merits of Florida. We do not mean to discredit magazines and newspaper advertising, but radio has its field and coverage, and should be utilized for that purpose. It would be a very simple matter with additional funds to make Florida and Florida products the by-word of the country.

Finally, in the radio business all sorts of things may happen. Lightning may strike the towers and do almost anything to the equipment. Storms may make it necessary to establish lines of communication to the areas affected and broadcast their needs.

We have been working on this budget for a period of four months. We have received instructions that the budget was by no means to be increased, otherwise, several items would have been increased. We worked out a minimum budget last biennium, and we find that it will be utterly impossible to cut any of the items carried in that budget with the exception of one. We have put two items together in order to allow a greater laxity in purchasing equipment, as we have no idea of knowing which item will be needed most. We would be seriously handicapped if any more than a \$50 reduction were made. To bring the station to its proper usefulness this budget should be three times what it is. We operate on one-fifth of what the average 5,000 watt station operates on. We believe this is highly commendable, when the results that we have secured are considered.

FEDERAL RADIO COMMISSION

It is an established fact that the Federal Radio Commission looks with some disfavor upon educational stations. This is due to quite a number of reasons; first, because educational stations in the past have not utilized the time given them; second, because the commercial people of the country desire the use of commercial stations on account of an educational program taking precedence over a commercial program when used over an educational station; third, educational stations have been somewhat lax in presenting material and the proper kind of material. WRUF is not in this category, although it has been difficult to get very much from the Federal Radio Commission. It is strongly recommended that we make application for a definite sign-off period

the year round and that the attorney general be asked to assist in this matter. It is true that Florida is over-quoted by 104 per cent, but it is likewise true that conditions here are different from any other state in the union. Storm conditions which cause static are very bad. Heat, which is not conducive to good reception, is another consideration. Dry, sandy soil, which is not good for transmitting, and the vast amount of area that we cover are considerations which should be given Florida in considering its radio quota. The quota for radio stations in each state is based on population, which is not quite fair to the rural sections of this country nor to states the size of Florida with a semi-tropical climate.

Florida should be entitled to a full-time station on a clear channel when a radio station is used such as we use ours. We are absolutely convinced that if concentrated effort is taken on the part of officials, some action may be obtained from the Federal Radio Commission.

Respectfully submitted,

GARLAND W. POWELL, *Director.*

REPORT OF THE SUMMER SESSION

To the President of the University.

Sir: I respectfully submit the following report on the progress of the Summer Session during the biennium ending June 30, 1932, together with recommendations and the budget setting forth the requirements for the biennium beginning July 1, 1933.

HISTORICAL.

The University Summer Session was first mentioned in the first catalog of the University of Florida in Gainesville. This was in the issue of May, 1905. A regular summer school of six weeks' duration was announced, and it was stated that it would be conducted by the "Faculty of the University." It was specifically emphasized that the work would be "arranged" for three groups of students. The first of these groups was to consist of "teachers who desire better equipment or preparation for State and County examinations"; the second of "students who expect to apply for admission to the University or other institutions"; and the third of those college students who "had failed in one or more subjects in their regular college course," and who desired "to make up their deficiency during the summer in order that they may go on with their regular class." Particular pains were taken to make it known, however, that the summer school did not "propose to provide for students of this class who rank higher than freshman or sophomore in their college work."

This was the early conception of the place and purpose of the Summer Session. The picture has now completely changed. We no longer prepare prospective students for entrance to college, for all students must meet the regular entrance requirements before being admitted to the Summer Session. We no longer offer courses designed primarily for the state teachers' examinations, but courses leading to degrees, hoping for the day to come when all teachers will be college graduates and professional minded. We no longer cater to deficient students in the freshman and sophomore classes, but to proficient students in all graduate classes. We had more students registered even in the Graduate School the past summer than in the past winter session, and more master's degrees were conferred in August of this year than in the preceding February and June combined.

We think that this shows a trend in the right direction, and the figures given in Table I seem to prove that the quality of the work done in the Summer Session has kept pace with the progress made along other lines. In fact, the figures seem to show that the work done in the summer is the best of the entire calendar year. These figures were compiled in the Registrar's office and show that while the favor point average for the winter session is .8275, for the Summer Session it is .8878, a difference of .0603 in favor of the Summer Session.

TABLE I.

SHOWING THE COMPARATIVE HONOR POINT AVERAGES BETWEEN REGULAR SESSION AND SUMMER SESSION.

College	Honor Point Average Regular Session	Honor Point Average Summer Session
Education358	1.238
Commerce and Journalism.	.325	1.235
Arts and Sciences595	2.111
Agriculture503	1.058
Law458	.267
Engineering526	Not in session
Total4275	1.1858

The following graph (Figure 1) shows that the library circulation, a safe indication of a high quality of work, is considerably higher in the months of June and July, when the Summer Session is in session, than during the other months of the year. It will be noted that the high peaks come every year during the month of July. Even in the month of June, although the Summer Session is in session for only half of that month, the circulation is greater in many cases than in any other month of the corresponding year except July. The circulation figures for the Summer Session of 1932 have not yet been compiled but the attendance in the reading rooms showed a 38 per cent increase over the preceding year. From the facts indicated in Figure 1, we feel that we draw a correct conclusion when we say that the Summer Session has taken its place as an important integral part of the University.

ENROLLMENT

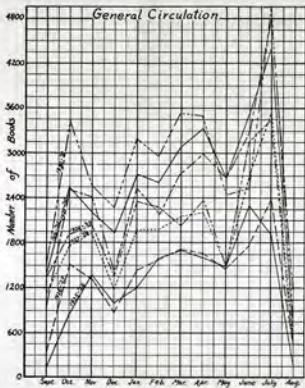
The enrollment in the summer of 1932 was 1699, an increase of 217 over that of 1931, and 283 over that of 1930, the last year of the preceding biennium. Of this number we lost by resignation during the session only 24, which, within itself, is quite a record. Table II shows the enrollment by colleges.

TABLE II.

SHOWING THE ENROLLMENT BY COLLEGES FOR THE SUMMER SESSION 1932

College	Men	Women	Total
Education	283	844	1,127
Arts and Sciences	124	44	168
Graduate School	99	51	150
Commerce and Journalism.....	86	21	107
Agriculture	56	0	56
Law	49	2	51
Special	30	2	40
Total	735	964	1,699

FIGURE I



LINES OF EXPANSION

Two lines of expansion in the work of the Summer Session promise much for the state and for the University. First, the Summer Session should be lengthened to twelve weeks, divided into two terms of six weeks each, and the University in all colleges and departments kept open during the summer so long as there is a demand for the work offered. Second, the opportunities for graduate work should be greatly extended.

The advantages of the first of these are obvious. Students who can attend the University during the summer only could secure 50 per cent more instruction if the session were lengthened, and the University plant would be used more nearly to full capacity if kept open an additional month, which from a manufacturer's or business man's point of view would be in the line of economy.

The second line of expansion, the enlargement of opportunities for graduate work, is the greatest need of the Summer Session. While the progress thus far made is very gratifying, still we have not gone nearly far enough. We had 150 registered for graduate work in the summer of 1932. The University of Nebraska, for example, had 785, and that university is by no means our largest state university. Of this number, 431 were men and 352 were women. Many of the other state universities have had an even larger growth. We are not yet old enough to have experienced any such development, but we may surely expect it as time goes on.

WHY WE SHOULD DEVELOP GRADUATE WORK IN THE SUMMER SESSION

It is the desire of the College of Education to lead a movement that will place a teacher with a master's degree or equivalent in every position in every accredited high school in the state. That this movement may succeed we feel is a worthy ambition, and that is why we wish to see the opportunities for graduate work strengthened. California has already succeeded in doing what we wish to do. Why shouldn't we? The answer is, We should and we can, and that within fifteen or twenty years if we will only act wisely. Since the most convenient time for the teachers of the state to secure these degrees is in the Summer Session, much of the work will have to be done then. Of the students enrolled in the Summer Session of 1932, 854 had already taught and 278 others were preparing to teach. This shows that the teachers will take work when it is offered.

The task of raising the qualifications of teachers to the master's degree will not be insuperable. In the school year 1931-1932 there were 1996 teachers in the high schools of Florida accredited by the Southern Association, and more than twenty-four hundred in the high schools accredited by the State Department of Public Instruction. From four to five hundred of these should be in the Summer Session every summer pursuing work leading to the master's degree. As the time required for securing a master's degree is from four to six summers, it can be seen that in twenty years, at the outside, enough teachers with those degrees could be developed to man the accredited high schools of the state.

The development of a strong graduate school in the University Summer Session would mean the saving of tens of thousands of dollars to the teachers of

Florida every year. Herefore, from three to five hundred of them have gone to the large universities north of us, and, because of extra railroad and Pullman fares, higher tuition and higher living expenses, it costs about three hundred dollars more to go there than here. It is safe to say that the teachers of the state, all told, in attending other universities spend at least \$100,000 more each summer than they would have to spend if they could secure the work they desire here.

THE BUDGET

Few changes have been made in the budget, and these involve only certain items of rearrangement and adjustment. There is no increase in the total.

The increase in enrollment in the Summer Session has, however, brought on serious needs in several departments. One of the most serious of all these needs is that of a full-time secretary to be on duty throughout the year. Up to the present time one person has attempted to serve in the dual role of secretary to both the College of Education and the Summer Session. Either one of these positions is a difficult one within itself. It is impossible for one person to do both with satisfaction to either. The College of Education can no longer furnish this help to the Summer Session without serious consequences to itself and to the Summer Session as well. In the budget several items listed under "Administration" have been combined, making a total of \$675 for this purpose, but this is not sufficient for a full-time secretary. We need an additional \$500 for this purpose. The position is sorely needed and should be provided as soon as possible.

The increase in enrollment has meant an overcrowded condition in several departments. The most serious cases of overcrowding occurred in the departments of General Natural Science, Sociology, and History and Political Science. In General Natural Science the average size of classes was 64.5. In Sociology it was 55.4. In History and Political Science it was well above thirty, with a number of classes well over forty.

It will be possible to bring relief to the department of General Natural Science by using for laboratory assistants a part of the laboratory fees collected from students. This is very clearly provided for in the budget. The two instructors in this department can take care of the classroom work but they cannot supervise all the laboratory experimentation.

The departments of Sociology, and of History and Political Science do not have laboratory fees and hence cannot secure help from that source. We have adopted another means of relieving them. The College of Law, since its enrollment has decreased considerably, has very generously agreed to curtail its expenses and to operate with only three instructors instead of four. By transferring the amount for this instructor from the College of Law to the College of Arts and Sciences, we have been able to arrange for a \$100 instructorship in the department of Sociology, and a \$200 part-time instructorship in the department of History and Political Science. Other minor changes in the budget are completely explained in the footnotes to the same.

It is hoped that in the near future, if the financial condition of the State will justify it, the University can be maintained in complete operation during the summer months in all colleges. The Colleges of Engineering and Pharmacy

have requested that as soon as possible means be provided for them also to offer courses. They are the only two colleges on the campus that are not officially open in the summer. A request is hereby made that whenever possible they be permitted to offer courses during the summer.

Attention should be called to the fact that in making out the budget of 1930 it was estimated that we would receive from student fees \$21,500. We actually received \$26,749, or an excess of \$5,249 over what was expected. The Summer Session more nearly pays for its operating expenses than any other division of the University.

Respectfully submitted,

J. W. NORMAN, *Director.*



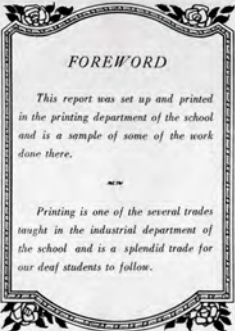




FLORIDA STATE SCHOOL FOR
THE DEAF AND THE BLIND
SAINT AUGUSTINE



PRESIDENT'S
BIENNIAL REPORT
1930-1932

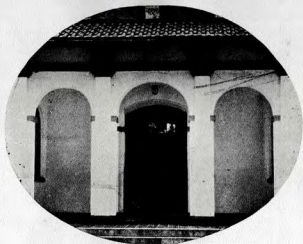


FOREWORD

This report was set up and printed in the printing department of the school and is a sample of some of the work done there.

—

Printing is one of the several trades taught in the industrial department of the school and is a splendid trade for our deaf students to follow.



ENTRANCE TO WALKER HALL
*Here countless feet have pattered in
The quest of knowledge to begin*



Clubhouse to Seaside Green view

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WALKER HALL

NAMED IN MEMORY OF

ALBERT H. WALKER

A. B. LITT. D.

PRESIDENT

OF THE

FLORIDA SCHOOL FOR

THE DEAF AND THE BLIND

1906 • 1927

TABLET AT THE RIGHT OF THE ENTRANCE TO
THE ADMINISTRATION BUILDING

A Teacher's Creed

REVERENTLY do I pledge myself to the whole hearted service of those pupils placed under my care for instruction.

TO THAT END I will ever strive for skill and patience in the fulfillment of my duties, holding my position as a sacred trust.

I ACKNOWLEDGE the great dignity and responsibility in the proper guidance and instruction of children and will strive to so perfect myself in the profession that I may strike no discordant note.

I WILL WALK in upright faithfulness and obedience to those under whose guidance I am to work and I pray for patience, kindness and understanding in order that I may perform my duties with pleasure and satisfaction to all.



*Some Views
of the School*

State Officials

1932

STATE BOARD OF EDUCATION

HON. R. A. GRAY	Secretary of State
HON. W. V. KNOTT	State Treasurer
HON. FRED H. DAVIS	Attorney General
HON. W. S. CAWTHON	Supt. Public Instruction



STATE BOARD OF CONTROL

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HON. GEORGE BALDWIN, Jacksonville

GEN. A. H. BLANDING, Bartow

HON. R. F. MAGUIRE, Orlando

HON. FRANK WIDEMAN, West Palm Beach

HON. J. T. DIAMOND, *Secretary*, Tallahassee

Faculty Officers

Session 1932-1933

EXECUTIVE DEPARTMENT

CLARENCE J. SUTLES, Ph. D.	<i>President</i>
Mrs. MILDRED THOMAS	<i>Secretary to the President</i>
Miss EUGENIA HUBBARD	<i>Office Assistant</i>

EDUCATIONAL DEPARTMENT

Teachers of the Deaf

Mrs. LUCILE M. MOORE, *Supervising Teacher*

Miss ELLEN COBB	Mr. RALPH PARKS
Mrs. DOROTHY PARK	Miss BESSIE PECH
Miss MARTHA BRUNER	Miss REBECCA SMITH
Mr. WILLIAM R. GROW	Miss JENNIE M. STROUD
Miss KUMA LEE HENDRIX	Miss ELLA WARREN
Mrs. L. HOPKINS	Miss E. WATSON
Miss NAHNE JEFFERY	Miss LALLA WILSON
Miss HELEN JONES	Mrs. VIRGINIA TART
Mrs. PHYLLIS LEONARD	Mrs. MAE P. KIRKSEY
Miss MARY MACDONELL	Mrs. W. R. WILLIAMS
Miss MARY P. ONE	Mr. ARTHUR J. WILLIAMS

Teachers of the Blind

Mr. H. WILSON BEATY, *Head Teacher*

Miss LUCILLE FERGUSON	Mrs. W. DAVENPORT
Miss PAULINE RICHES	Miss JEWELL PARNELL

DEPARTMENT OF MUSIC

Miss DAINY E. WILSON	Mrs. INEZ W. KOKER
----------------------	--------------------

DEPARTMENT OF PHYSICAL CULTURE

RALPH PARKS	<i>Athletic Director</i>
THOMAS M. GIBBS	<i>Blind Boys' Physical Director</i>
CYRIL HANSELL	<i>Blind Boys' Physical Director</i>
Miss MARY MACDONELL	<i>Girls' Physical Director</i>
CARL J. HOLLAND	<i>Military Instructor</i>

DEPARTMENT OF INDUSTRIAL TRAINING

INSTRUCTORS

JULIUS L. MYERS	<i>Printing and Linotyping</i>
EDWARD F. HUMANN	<i>Carpentry</i>
H. R. NORRIS	<i>Baking</i>
JOE MOOREY	<i>Painting</i>

C. B. CANNON	Shoe Repairing
WILLIAM H. GROW	Art
MISS WILLIE McLANE	Sewing
MRS. LILY HOGLE	Assistant Instructor in Sewing
THOMAS M. GIBBS	Workshop for the Blind
MRS. W. DAVENPORT	Handwork
MISS HELEN JONES	Domestic Science
MISS EUGENIA HERRARD	Typewriting

DOMESTIC DEPARTMENT

MRS. MILDRED B. THOMAS	Matron
MISS REKA FOLBRECHT	Housekeeper
MISS RACHEL JUNKINS	Assistant Housekeeper
A. C. WALKER, M. D.	Attending Physician
C. C. BACWELL, D. D. S.	Dentist
MRS. ALICE BROWN	Nurse
MR. EUGENE HOGLE	Sup. of Buildings
MR. F. W. BURNETT	Night Watchman

GIRLS' DORMITORY

MISS WILLIE McLANE	Girls' Supervisor
MISS ANNIE WEAVER	Assistant Girls' Supervisor

BOYS' DORMITORY

MISS NANNIE CARPENTER	Small Boys' Supervisor
MISS MAUDE GREEN	Assistant Small Boys' Supervisor
CARL J. HOLLAND	Large Boys' Supervisor
CYRIL HANSELL	Blind Boys' Supervisor

WARTMANN COTTAGE

MRS. B. H. WILES	Housemother
MISS CLEMENS McCLAIN	Small Boys' Supervisor
MRS. J. F. ROSENBAUM	Small Girls' Supervisor

BLOXHAM COTTAGE

MRS. B. H. WILES	Housemother
MISS ELIZABETH PARNELL	Small Boys' Supervisor
MISS HENRY McMILLAN	Small Girls' Supervisor

DEPARTMENT FOR THE COLORED

VIRGINIA JAMES	Teacher of Deaf
INEZ B. LOGGENT	Teacher of Deaf
EUPHROSYNE RYAN	Teacher of Deaf
WALTER RUMBERT	Teacher of Blind
KATE GREGG	Housekeeper
CARY WHITE	Boys' Supervisor



LEARNING TO TALK AND READ THE LIPS. DEAF DEPARTMENT

President's Biennial Report

SAINT AUGUSTINE, FLORIDA, October 1, 1932

To the Chairman and Members of the Board of Control,

State of Florida

GENTLEMEN—In compliance with your request, I herewith respectfully present for your consideration and information a report of the affairs of the Florida School for the Deaf and the Blind for the biennial period beginning July 1, 1930 and ending June 30, 1932.

This report brings to a close the forty-eighth year of the history of the school. One who is privileged to look back through the records of the school cannot help but note the steady growth and progress from the very beginning, each period bringing changes for the better.

The past two-year period has been no exception. In spite of the difficult problems that have faced us during this period, the school has advanced in many ways.

The appearance of our campus has been greatly improved by the erection of a dignified ornamental fence around our grounds, which is in keeping with the type of our buildings.

Three of the older buildings on the place have been rejuvenated with plaster and repairs where necessary and by being redecorated throughout.

The Industrial Department which has been given much of our thought and attention has been enlarged and the existing shops have been more completely equipped.

It has been our aim to equip our shops with such machinery as the pupil would find, in the various commercial shops throughout the state, when he leaves school, and thereby have him more familiar with what is expected of him when he first starts to work.

As one might suppose, the most important part of our activities is the academic school work. Being a part of the educational system of the state, classes are held in the same subjects as you would naturally expect to find in the public schools. While

the same subjects are taught, the method of presentation is somewhat different. However, the main object of the school is to give each deaf and blind child of our state the opportunity of securing such training and education that he may hope to become a useful and independent citizen.

The schoolwork for the past two years has been of a high order. The credits which are given our pupils in the Department for the Blind have been and are still accepted, without question, by colleges and universities, where they wish to enter. Those who have gone to college have invariably made good records in their higher educational work.

In the Department for the Deaf the work has been of such a quality that those who successfully complete the course are able to pass the required examinations for entrance to Gallaudet College for the Deaf in Washington, D. C., the only college for the deaf in the world.

Besides assuming the responsibility for the education of our children, we are called upon to assume many of the duties that would naturally fall upon the home. The children come to us at an early age and remain with us constantly two-thirds of the time during their school life, so that we become largely responsible for their manners and moral training. For these reasons we should be enabled to employ and retain only persons of high moral character and integrity.

Because of interest as Members of the Board of Control, you are acquainted with the accomplishments of the school during the past two years and you are familiar with its general policy and purpose.

You are also familiar with the fact that it requires officers and teachers who have had highly specialized training for this work and who must be particularly endowed with patience and kindness to be fitted for this field of endeavor.

Considering the above facts, it is natural to suppose that the process of educating our children would be more expensive than in the ordinary case.

Along with the general growth of the school there seems to

BIENNIAL REPORT OF THE PRESIDENT FOR 1930-1932

be a steady increase in enrollment. During the biennium three hundred and sixty-seven pupils were enrolled. This is the largest enrollment in any biennial period in the history of the school.

Because of your knowledge of our work, I shall not presume to present this report as a matter of information only, but largely as a matter of record. We shall again use the topical form.

ATTENDANCE

Our records show that there were enrolled three hundred and sixty-seven pupils during the past biennium. The following tables show classification of pupils and attendance by counties:

WHITE	COLORED
Deaf 202	Deaf 60
Blind 82	Blind 23

NUMBER OF STUDENTS BY COUNTIES

Alachua 10	Lee 4
Baker 2	Leon 4
Bradford 1	Levy 2
Brevard 2	Liberty 1
Broward 4	Madison 1
Calhoun 1	Manatee 3
Citrus 5	Marion 6
Clay 1	Monroe 2
Collier 2	Okeechobee 2
Columbia 2	Orange 13
Dade 35	Osceola 4
DeSoto 4	Palm Beach 11
Dixie 1	Pasco 4
Duval 54	Pinellas 5
Escambia 6	Polk 27
Franklin 2	Putnam 1
Gadsden 4	Santa Rosa 1
Gilchrist 1	Seminole 3
Gulf 2	St. Johns 25
Hamilton 2	St. Lucie 3

BIENNIAL REPORT OF THE PRESIDENT FOR 1930-1932

Harlee	1	Sumter	2
Hernando	2	Suwanee	9
Hillsborough	35	Union	1
Holmes	4	Volusia	11
Jackson	10	Walton	2
Lafayette	2	Washington	6
Lake	14		

TERMS OF ADMISSION

The terms and methods of admission remain the same as they have been for the past several years, and as heretofore stated, the Florida School for the Deaf and the Blind is in no sense a hospital or home for the custodial care of the deaf and the blind, but is essentially a school, and was established so that those children residing in the State of Florida, between the ages of six and twenty-one years, whose hearing or sight is so defective that they are unable to make progress in the common schools, may receive an education. A child need not necessarily be totally deaf or totally blind to be admitted, but he must be capable of attending a school and of profiting by instruction.

Children in such poor health as to be unable to attend school regularly or who have not sufficient mental ability to receive instruction and progress thereby should not be received and cannot remain. Progress is the test.

Parents or guardians having a child who from defective hearing or vision cannot be taught in the public schools should write the President of the school and ask for the blanks necessary to enter the child. There is a blank application which must be filled out by the parent or guardian. This blank contains questions as to the child's name, age, cause of deafness or blindness, general condition of health, physical and mental development, and other questions which will assist the school authorities in teaching and caring for the child. Then there is a blank certificate to be signed by the county commissioners from the county in which the applicant resides in case the parents or guardian is not able to pay a small charge per month for board. This certificate properly signed by the county commissioners entitles

the child to free admission into the school. There are no charges for anything, except the parents must clothe the child.

METHODS OF INSTRUCTION

The fundamental principles which form the basis for our methods of instruction are pretty well established. However, from time to time improvements in the different phases of our work are being brought to light and new schemes of presentation of the various subjects are being evolved. We are endeavoring to keep in touch with these various developments and we feel that we are working along sane constructive lines.

In the department for the deaf, the method is adopted to the individual need of the child. The combined system is used in our school with especial attention given to the oral method. All deaf children who enter school at the proper age are started with the oral method which gives them the opportunity of learning to speak and read the lips. Many make splendid progress by this method and their education is continued by this system throughout their school life. However, if a fair trial shows that a child's time is not being spent profitably by this method, he is transferred to a manual class.

The course of study in the department for the blind follows very closely that of the public grade and high schools of our state. The Revised Braille System is used and our course of study is governed almost entirely by the textbooks available in this print. The method of teaching in this department is very much the same as it is in the public schools except that the methods of reading and writing are different.

The courses as outlined provide the pupils of both departments with a liberal education. The course in the department for the blind takes the students through the grades and on through high school and when they graduate their credits are accepted for college entrance.

The subjects in the courses in the department for the deaf are similar to those in the department for the blind, and those who are capable and wish to do so are prepared for entrance to

Gallaudet College (for the deaf), a college supported by the National Government, in Washington, D. C.

Two graduates from each department expect to enter institutions of higher learning this fall.

HEALTH

For the past two years we seem to have been particularly well blessed from the standpoint of the health of the members of our student body.

The mild winters and the outdoor activities supplemented with the care by our doctor, nurse and others in charge, seem to have combined to keep our youngsters unusually well.

There were of course the usual minor illnesses which are incident to childhood, but nothing of a serious nature. There were very few major operations and no deaths.

Again we can report that we have been free from any epidemic of contagious diseases. Two or three times cases were brought into school, but by prompt action on the part of those in charge of the children, they were stamped out before they had a chance to spread.

Our policy has been to try to keep the children well if possible instead of waiting until illness comes to give them care. To this end the health of our children is watched carefully. Regular hours are maintained and proper food and exercises given. The pupils are weighed once a month and any found underweight are given special attention.

Nearly all schools of this type employ an eye, ear, nose and throat specialist. We believe the school would profit by having such a person on our medical staff. We would therefore respectfully suggest that this item be included in our budget.

SOCIAL LIFE

In our earnest efforts to give our pupils their academic education and to solve the many problems that come up in running a school of this kind, one might suppose that the social training of our children might be overlooked. However, this is not the case.

Special attention is given to this part of the child's training. In the classroom definite instructions are given along this line, and at regular times during the year parties are given. Class parties are held in each of the younger classes celebrating the birthdays of its members. These and other occasions furnish splendid opportunities for valuable training.

It was with considerable pride we heard the Secretary to your Board remark, after he had attended one of our annual football dinners and parties, that he had never seen a better behaved group of young people.

DISCIPLINE

In a school where there are over three hundred personalities to deal with, one might expect to find at least one or two who had entered at a late date that just could not adjust themselves to their new surroundings. This happened once or twice during the last two years and we had to permit them to return to their homes.

The children who enter at the proper age usually fall right in with the training, and the matter of discipline presents no problem with them at all. In fact, up to the present time we have not considered discipline one of our problems. The pupils seem to know when they have had fair treatment and they seem to respond by trying to be fair themselves.

Of course where there are over three hundred, there are bound to be some minor infractions of the rules. These are usually dealt with by the denial of some privilege.

We have often said that we believed we had as fine a group of children as you will find in the state of Florida, and that just about expressed what our discipline problem amounts to.

HOUSEHOLD DEPARTMENT

The household department should rank very high in importance when its functions are taken into consideration. The great responsibility of giving the home training falls upon the shoulders of those in charge of this department.

The children come to us at an early age and remain eight



THE KAPOKAR AS INSTRUMENT FOR THE DEVELOPMENT OF RESOLUTIVE HEARING

months of the year, so that the cultural influences that are usually exerted in the home must be supplied by the school.

It is our desire to have such influences thrown about our pupils that they will want to live straightforward and upright lives and that they will become citizens that will be a credit to the school and the state.

One of the other functions of this department is to see that the food is prepared and properly served. Our kitchen is well arranged and the equipment which has been added from time to time has made it possible for us to vary the menus so that the children get a well balanced diet.

The atmosphere of happiness that is manifested throughout the school and the general appearance of our pupils would lead one to believe that the work of this department had been well carried on.

RHYTHMIC TRAINING

Rhythm work, as we use the term, continues to be one of the valuable aids in the teaching of speech to the deaf.

We try to get the pupil to realize that the pitch and sound of his voice are determined largely by the vibrations which may be felt on the chest and about parts of the head and face when human sounds are made. By feeling the piano he becomes familiar with the vibrations produced on the different parts of the keyboard, and this is an aid to him in controlling his own voice.

Accent is one of the difficult things for our pupils to acquire and rhythm work is a valuable aid in this field.

Little songs are learned from time to time and spoken to the music. This serves as an aid in getting fluency and smoothness of speech.

The use of vibration is being employed more and more in the cultivation of the voice, and this method is being developed to a higher degree each year.

AURICULAR TRAINING

It has only come about in recent years that ample provision has been made, in schools for the deaf, for these pupils who have



Baby's Dormitory

BIENNIAL REPORT OF THE PRESIDENT FOR 1930-1932

a remnant of hearing, but still unable to get along in the public schools.

This class of pupil needs special attention and everything possible should be done to cultivate what hearing is left and to train it so that it may be of conversational value to him.

Since pupils are accepted who are so hard of hearing that they cannot be educated in the common schools, the school naturally has a number of the above type in attendance. If the hearing of these youngsters is neglected it becomes of less and less use, until he tries to make no use of it at all.

Special schedules are arranged for handling this phase of the work, and the radiocear which you provided has been a valuable asset in carrying it on. By the use of this instrument twelve pupils can be instructed at one time, each being able to adjust his receiver to suit the amount of hearing that he has.

The hearing of our pupils is tested and this instruction is only given to those that it is felt would be really benefitted by it. We have been pleased at the results obtained.

MUSIC DEPARTMENT

Music continues to be one of the popular subjects that is taught to our blind students.

There is much pleasure to be derived from this accomplishment, and in some instances it has proven to be of real practical value. People often do not understand the blind and it is difficult for them to make proper contacts. Their ability to play or sing often helps to break down that barrier.

While most of our pupils take up music as a source of pleasure, some make use of it to contribute towards gaining a livelihood.

The courses that are taught in the school include instruction in: Piano, Pipe Organ, Violin, Saxophone and Clarinet, Voice Culture and orchestral work.

Several recitals were rendered during the year and radio broadcasts were given on certain occasions.



Prattsville, Dec. 1936

INDUSTRIAL OR MANUAL TRAINING

We have been very well pleased indeed with the progress that has been made in the Industrial Department during the past two years. We are not only pleased with the type of equipment we have been able to install from time to time, but we are also pleased with the quality of results that is being obtained from the instruction given.

Many valuable and practical lessons come to our classes in carpentry and painting through the projects of repair and maintenance on our many buildings. Ample instruction is given in the shop, but these projects furnish the practical experience.

During the time of financial stress, one realizes more than ever that the person who has knowledge of some good trade is the better fitted to cope with the situation.

We are glad to report that many of our graduates of recent years have been and are still holding steady positions in their respective trades.

The trades taught now are: Printing and Linotyping, Carpentry, Painting, Baking, Shoe Repairing, Barbering, Domestic Science, Sewing, Dressmaking, Broom Making, Chair Caning, Mattress Renovating, Brush Making and Rug Weaving.

Products from these departments were exhibited for the past years at the Tampa and Orlando Fairs and received favorable comment.

When our cows were moved to the dairy farm, we remodeled the old barn on the school grounds and transformed it into an industrial department for the colored school. It will be put into operation for the first time this fall.

MILITARY TRAINING

A number of years ago military training was started at the school as a more or less experiment.

The benefits derived from it at the very start were so apparent that it has been continued steadily. It is not intended as a substitute for the regular systematic gymnastics and games



The Dairy Barn Erected during the Summer of 1931

that are given, but is calculated as a valuable supplement.

The enthusiasm with which the drills are received at the different exhibitions speaks well for the work of those in charge of the training.

DAIRY FARM

This report would not be complete without a word of thanks to the Board of Control for making it possible for us to move the cows from the school campus where they had become a menace to the safety of our younger children.

The dairy farm which you provided north of town is proving to be all that was expected of it. It is now possible to systematically develop a good dairy herd and to keep a sufficient number of good cows to supply the necessary amount of milk required by the school.

The soil is a rich quality and we are able to raise for our own use a large quantity of potatoes and other vegetables. Already a large number of pigs have been purchased which will be raised for pork.

We feel that with the future development of the farm, it will be a great asset in supplying many needs of the school.

ORDER OF THE DAY

Experience has taught us that growing children need regular hours with plenty of work, plenty of play and plenty of rest, all of which combined are conducive to good discipline and good health.

Following is the daily schedule of the school:

SCHOOL DAYS

Rise	6:00 A. M.
Breakfast	7:00 A. M.
School	8:00 A. M.
Dinner	1:05 P. M.
Teachers' Dinner	1:30 P. M.
Shops and Industries	2:00 P. M.
Recess	10:45-11:00 A. M.



SEWING AND DRESSMAKING CLASS—DEPARTMENT FOR THE DEAF

BIENNIAL REPORT OF THE PRESIDENT FOR 1930-1932

Close of School	12:50 P. M.
Recreation	4:15-5:00 P. M.
Supper	5:30 P. M.
Teachers' Supper	6:00 P. M.
Study Hour	6:30-7:30 P. M.
Retire-Lights Out	9:00 P. M.

SATURDAY

Rise	6:00 A. M.
Breakfast	7:00 A. M.
Shops and Industries	8:00 A. M.
Close of Shops and Industries	11:00 A. M.
Dinner	1:05 P. M.
Supper	5:30 P. M.
Meeting of Literary Societies	6:30 P. M.
Retire-Lights Out	9:00 P. M.

SUNDAY

Rise	7:00 A. M.
Breakfast	8:00 A. M.
Sunday School	9:00-10:00 A. M.
Dinner	1:15 P. M.
Devotional Exercises	2:30 P. M.
Refreshments	5:00 P. M.
Christian Endeavor Society for Blind	5:45 P. M.
Christian Endeavor Society for Deaf	6:30 P. M.
Retire-Lights Out	9:00 P. M.

NEEDS

The needs of the school for the next two years have been given most careful consideration and the estimates asked for in our budget seem quite necessary to us for the proper functioning of the school.

The standing of the school at St. Augustine is very high in the eyes of the profession and everything possible should be done to enable those in charge to maintain the rank which it now enjoys.

There are a number of things that we wished to do during



First Unit of Camp Douglas—Second Unit Boys' Nether

the last biennium for the progress of the school which had to be postponed because we were not able to carry out the full program. It is hoped that these things will be made possible during the coming two years.

The increase in the number of pupils and the development in the manual training department call for quite an outlay of expenditure. The shops have been very well equipped and proper instruction should be maintained. An increase in school population always calls for a larger teaching force. The school is larger now than it has been in the past.

We have gone about the matter of making the budget in a systematic manner and we feel that the items asked for would provide for the needs of the school during the coming biennium.

(a) DORMITORIES

The first half of our Girls' Dormitory has been in use for four years. In our report two years ago we pointed out the need for finishing this building.

It is not necessary for me to call this to your attention again for I am sure that each member of the Board observed, on the various inspection trips, to the school, the crowded conditions that exists in this building. The older boys are provided for in their dormitory arrangements, but the situation should be remedied at the Girls' Dormitory.

To complete and equip the other half of the Girls' Dormitory would cost seventy-five thousand (\$75,000) dollars, and we respectfully ask that this amount be made available for that purpose.

(b) GYMNASIUM

When the Board attended Commencement at our school in May 1932, several of the members saw an exhibit of some of our gymnastic work. They recognized that the gymnastics as carried on was of a high order considering the fact that we have no gymnasium.

Nearly all schools of this character have a well equipped gymnasium and a systematic program of athletics. Our people



Class in Geography—Discussion from the Board

do exceedingly good work under the present conditions, but we are sure that a gymnasium would add greatly to the physical welfare of our pupils.

We would respectfully recommend that this need be kept in mind and that at the proper time provision be made for its erection.

(c) FIELD WORK

We have been very much pleased with the results of publicity that has been given the school through exhibits that have been placed at the Florida Fairs in Tampa and Orlando, by radio broadcasts and through demonstrations of our schoolwork that have been given before civic clubs and other organizations.

A larger number are applying for admission to the school at a proper age than ever before, but our task is not completed. In the larger centers where there are trained welfare workers, the people are fairly well informed about the work of the school, but in the places where there are no trained workers, there is great need of field work to be done by the school.

We would therefore recommend that the same amount that was appropriated for this purpose by the last legislature be included in the budget this time, namely, one thousand (\$1,000) dollars per year, or two thousand (\$2,000) dollars for the biennium.

(d) EQUIPMENT FOR INDUSTRIAL DEPARTMENT, DORMITORIES, SCHOOLROOMS, ATHLETICS, DOMESTIC AND MUSIC DEPARTMENTS AND THE DAIRY FARM

In a school as large as this with so many different departments, there is always a request for equipment of various kinds.

In some cases these are for new equipment and in others they are merely for replacements.

Some of our kitchen ranges and other kitchen equipment will have to be replaced before a great while. New equipment will be necessary as our dairy farm is developed.

It is difficult to find suitable trades for our girls. Beauty Culture and hair waving have become popular trades and we



WELCOME TO THE HALL

believe that equipment purchased to teach these trades would be very beneficial.

We would also recommend additional instruments for training the hearing in our auricular work.

The needs under this head are three thousand, two hundred (\$3,200) dollars per year, or six thousand, four hundred (\$6,400) dollars for the two years.

(e) SCHOLARSHIPS

The scholarships which have been awarded during the past have made it possible for certain number of our students to obtain a higher education who otherwise would not have been able to do so.

Handicapped as they are, they naturally have expenses in attending these institutions of higher learning that the normal students can avoid.

The textbooks used in the colleges are very seldom printed in the Braille writing, and our blind students who attend are obliged to employ the services of a reader. This makes it much more expensive than usual for them to secure their higher education.

The only college for the deaf in the United States is located in Washington, D. C. The expenses for traveling and the usual expenses at the College would make it prohibitive for most of our pupils to attend if they did not have some help.

The last Legislature made provisions for five two hundred dollars scholarships per year during the last biennium, and we would recommend the continuation of appropriation so that one thousand (\$1,000) dollars per year would be made available for this purpose during the biennium.

(f) SALARIES

The amount asked for in our last report for salaries was cut to such an extent in the Legislature appropriation that several of the projects which we felt were necessary in the proper

carrying on of the school had to be abandoned altogether.

It is to be hoped that the standard of the school will not have to be lowered, but that it will be kept abreast of the best schools in our country. It enjoys that distinction now and ample provision should be made for its constant growth so that it will not fall behind.

The departments that come under this head are the instructional, administrative, and the household departments.

The amount required for salaries is eighty-one thousand and seventy-five (\$81,075) dollars per year for the two years.

The efficiency of a school depends upon the type of officers and teachers that it is able to secure and retain.

(g) MAINTENANCE

The Legislature appropriation for maintenance for the present year 1932-1933 was sixty one thousand, nine hundred seventeen (\$61,917) dollars. This included the labor and domestic help.

During the next biennium we would like to ask for the same amount, namely, sixty one thousand, nine hundred seventeen (\$61,917) dollars per year for the two years. We feel that this is a very conservative estimate indeed, and we would not conscientiously feel justified in asking for a smaller amount.

SUMMARY OF NEEDS

1. Salaries	\$ 81,075.00	\$ 81,075.00
2. Maintenance	\$ 61,917.00	\$ 61,917.00
3. Field Work	\$ 1,000.00	\$ 1,000.00
4. Scholarships	\$ 1,000.00	\$ 1,000.00
5. Equipment for Industrial Department, Dormitories, Schoolrooms, Athletics, Domestic and Music Depart- ments and Dairy Farm	\$ 3,200.00	\$ 3,200.00
	<hr/>	<hr/>
	\$148,192.00	\$148,192.00

BUILDING FUND

Building Second half Girls' Dormitory	\$ 75,000.00
Gymnasium and Equipment	\$125,000.00
	<hr/>
	\$200,000.00

CONCLUSION

This brings to a close the third and final report during my administration. This report is for 1930-1932.

My four years of labor at the Florida School for the Deaf and the Blind have been happy years indeed, and I hope that I may point with pardonable pride to the progress of the school during those years. I do not wish, however, to claim all the credit, because the splendid support accorded me and the far-sightedness of the Board of Control made this progress possible.

I am grateful for having had the privilege of serving under a Board who have had such a kindly interest, and I appreciate the hospitality and cooperation extended to me by the people of Florida.

We wish to also express our appreciation to the Governor and other state officials for their kindly interest in our needs and general welfare.

However, there are others, the teachers and officers of our school, who have also labored well in the interest of the school and for the welfare of the deaf and blind children of our state. I am grateful to them for their support and interest because without it progress would have been impossible.

The State of Florida has a school here of which the citizens may well be proud, and in presenting this report, I do it with a feeling of confidence that ample provision will be made for keeping up the high standard which it now enjoys, and that the educational needs of the deaf and blind children of the state of Florida will be given most careful consideration.

Respectfully Submitted,



President

BIENNIAL REPORT OF THE PRESIDENT FOR 1930-1932

**FINANCIAL STATEMENT
SALARIES, EQUIPMENT AND OPERATING EXPENSE FUND**

Receipts:

Legislative Appropriation, 1930	\$ 156,474.25
Balance from 1928-1929	\$ 23,051.14
	<hr/>
	\$ 179,525.39

Disbursements:

For Salaries	\$ 74,977.36	
For Labor	\$ 12,609.85	
For Furniture, Equipment and Apparatus	\$ 9,961.48	
For Heat, Lights and Water	\$ 7,217.53	
For Postage, Stationery and Office Equipment	\$ 1,139.53	
For Buildings and Repairs	\$ 9,972.64	
For Traveling Expenses	\$ 1,869.75	
For Freight and Express	\$ 3,189.57	
For Food Stuffs	\$ 21,768.79	
For Books and Publications	\$ 1,878.62	
For Farm Equipment, etc.	\$ 4,047.69	
For All Other Purposes	\$ 9,809.13	
		<hr/>
		\$ 158,521.94
		<hr/>
		\$ 21,003.45

PERMANENT BUILDING FUND

Receipts:

Permanent Building Fund July 1, 1930	\$ 25,036.15
Received from Gas Tax during year	\$ 29,065.16
Interest on Bank Deposits	\$ 2,315.52
	<hr/>
	\$ 55,452.83

Disbursements:

Extension Dining Room	\$ 29,308.97	
Completion Boys' Dormitory	\$ 2,096.36	
Placing Roof on Girls' Dormitory	\$ 2,560.50	
Purchase Farm Land	\$ 7,000.00	
		<hr/>
		\$ 41,965.83
Balance Carried Forward July 1, 1931		\$ 14,487.00

INCIDENTAL FUND

Balance July 1, 1930	\$ 4,685.95
Receipts during year	\$ 2,648.61
	<hr/>
	\$ 7,334.56

Disbursements:

None.

SUMMARY OF RECEIPTS AND DISBURSEMENTS

Together with balance in the different funds

Name of Fund	Receipts	Disbursements	Balance
Salaries Equipment and Operating Expenses	\$ 179,525.39	\$ 158,521.94	\$ 21,003.45
Permanent Building Fund	\$ 55,452.83	\$ 41,967.00	\$ 14,487.00
Incidental Fund	\$ 7,334.56	None	\$ 7,334.56
	<hr/>	<hr/>	<hr/>
	\$ 242,312.78	\$ 199,928.94	\$ 42,383.84

BIENNIAL REPORT OF THE PRESIDENT FOR 1930-1932

FINANCIAL STATEMENT SALARIES, EQUIPMENT AND OPERATING EXPENSE FUND

Receipts:

Legislature Appropriation, 1931 \$ 140,000.00

Disbursements:

For Salaries	\$ 73,783.00	
For Labor	\$ 11,197.75	
For Furniture, Equipment and Apparatus	\$ 5,671.47	
For Heat, Lights and Water	\$ 6,272.30	
For Postage, Stationery and Office Equipment	\$ 901.55	
For Buildings and Repairs	\$ 6,393.64	
For Traveling Expenses	\$ 1,634.99	
For Freight and Express	\$ 2,727.65	
For Food Stuffs	\$ 19,302.50	
For Books and Publications	\$ 724.65	
For Other Purposes	\$ 786.91	
		\$ 129,476.21
		\$ 10,523.79

PERMANENT BUILDING FUND

Receipts:

Permanent Building Fund July 1, 1931 \$ 14,907.00

Disbursements:

Dairy Farm Buildings	\$ 3,318.35	
		\$ 11,088.65

INCIDENTAL FUND

July 1, 1931 \$ 7,334.50

Receipts during year \$ 2,296.41

\$ 9,630.97

Disbursements:

June, 1932	\$ 1,641.50	
		\$ 7,989.47

SUMMARY OF RECEIPTS AND DISBURSEMENTS

Together with balance in the different funds

Name of Fund	Receipts	Disbursements	Balances
Salaries Equipment and Operating Expenses	\$ 140,000.00	\$ 129,476.21	\$ 10,523.79
Permanent Building Fund	\$ 14,907.00	\$ 3,318.35	\$ 11,088.65
Incidental Fund	\$ 9,630.97	\$ 1,641.50	\$ 7,989.47
	\$ 164,537.97	\$ 134,436.06	\$ 29,601.91

ROSTER OF STUDENTS

Biennium 1930-1932

Deaf Boys

1. Altman, Homer	Lee
2. Aurret, Jean	Lake
3. Bledsoe, Edwin	St. Johns
4. Bodie, Archie	Washington
5. Bradley, George	Duval
6. Burnsed, A. T.	Gilchrist
7. Bryan, Delmar	Suwanee
8. Carnes, Harvard	DeSoto
9. Clevenger, George	Polk
10. Collins, Wilson	Orange
11. Connell, Marvin	Duval
12. Cooper, Leroy	Hillsborough
13. Cumbie, Douglas	Polk
14. Cumbie, J. D.	Polk
15. Davis, James	Dade
16. Davis, Willie	Baker
17. Deik, James L.	Dade
18. Drew, Homer	Orange
19. Echols, Leroy	Suwanee
20. Edwards, William	Gadsden
21. Eichelberger, Robert	Hillsborough
22. Elliott, Sam	Citrus
23. Godwin, Pete	Polk
24. Goodrich, Cecil	Volusia
25. Gordon, Herman	Duval
26. Ham, Aubrey	Jackson
27. Hambean, Armond	Hillsborough
28. Hamilton, Vernon	Duval
29. Hampton, Elmer	Polk
30. Helms, Sawley	Orange
31. Hendricks, Woodrow	Holmes
32. Hicks, Sherwood	Duval
33. Hoagland, Robert	Duval
34. Hoagland, Sidney	Duval
35. Holloway, W. S.	Duval
36. Hovsepian, Henry	Dade
37. Hutson, Oscar	Palm Beach
38. James, Clyde	Lee
39. Jennings, L. E.	Okneechee
40. Johns, Everett	Polk
41. Johnson, Jack	St. Johns
42. Jones, Lawrence	Manatee
43. Jordan, Edward	Suwanee

44. Kalal, Khaleel	Polk
45. Kalal, Mitchell	Polk
46. Kalal, Rogie	Polk
47. Langley, Milton	Citrus
48. Lawrence, David	Jackson
49. Laws, Robert H.	Hillsborough
50. Lewis, Isaac	Jackson
51. Lockey, Charles	Jackson
52. Long, Dan	Leon
53. Lopez, Julian	St. Johns
54. Lovett, Marvin	Duval
55. McClain, Marvin	Duval
56. McLendon, Horace	St. Johns
57. McNeilly, Charles	Dade
58. Melton, Walter	Polk
59. Moore, Leander	Duval
60. Morrow, Mervin	Alachua
61. Mott, Joe	Dixie
62. O'Brien, Elwood	St. Johns
63. O'Neal, Paul	Liberty
64. Olive, Paul	St. Johns
65. Osman, Allen	Duval
66. Perry, Wilmer	Lafayette
67. Polk, Robert	Polk
68. Podlock, C. B.	Pasco
69. Pope, Edward	Orange
70. Proctwood, Floyd	Hillsborough
71. Pritchard, James	Dade
72. Railsback, Ray	Saint Lucie
73. Reeves, Albert	DeSoto
74. Roberts, Donald	Levy
75. Robinson, Mayo	St. Johns
76. Roche, Francis	Escambia
77. Rogner, Fulcio	Hillsborough
78. Rooks, Billy	Sumter
79. Rozier, Jans	Lake
80. Sanders, Wilbur	Osceola
81. Sellers, John	Holmes
82. Shelby, John	Escambia
83. Showpro, Maurice	Jackson
84. Skaggs, Billy	St. Johns
85. Smith, Charlie	Gadsden
86. Smith, Fletcher	Lake
87. Stalder, Charlie	Brevard
88. Stanley, J. W.	Hillsborough
89. Sumner, Jack	Pasco
90. Sweat, Rooks	Volusia
91. Taylor, Woodrow	Baker
92. Terrell, Melvin	Polk

93. Tillman, H. B.	Hillsborough
94. Townsend, Edward	Hillsborough
95. Virsida, Antonio	Hillsborough
96. Webb, Malcolm	Citrus
97. Williams, Leonard	Pinellas
98. Wilson, Robert	Orange
99. Wilson, Warren	Calhoun
100. Woodruff, Robert	Duval
101. Wrinkle, James	Dade

Deaf Girls

1. Adair, Catherine	Dade
2. Atkins, Dorothy	Pinellas
3. Barfield, Ommie	Hillsborough
4. Barker, Grace	Hillsborough
5. Blackwelder, Reba	Alachua
6. Blue, Thelma	Polk
7. Bohannon, Lois	St. Johns
8. Broxton, Burtice	Walton
9. Burhans, Mildred	Lake
10. Burt, Gladys	Dade
11. Capitana, Rosina	Hillsborough
12. Claridge, Dorothy	Dade
13. Coe, Margaret	St. Johns
14. Consell, Maybell	Suwanee
15. Cowart, Aileen	Lake
16. Craig, Jewell	Sumter
17. Crawford, Ethel	Alachua
18. Croley, Roberta	Pinellas
19. Cumbie, Velma	Polk
20. David, Josephine	Deval
21. Davis, Henrietta	Polk
22. Dicks, Gladys	Union
23. Fazio, Mamie	St. Johns
24. Foster, Edith	St. Johns
25. Foster, Louise	Citrus
26. French, Inese	Washington
27. Futch, Edna	Bradford
28. Gay, Vina	Washington
29. Godwin, Evelyn	St. Johns
30. Goodson, Mary	Gadsden
31. Graham, Ruth	Broward
32. Hall, Homer Carl	Escambia
33. Hazen, Lois	Lake
34. Herrin, Leola	DeSoto
35. Hires, Nell	Monroe
36. Hobbs, Annette	Volusia
37. Holt, Lena	Hillsborough

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38. Hovsepian, Josephine	Dade
39. Hovsepian, Margaret	Dade
40. Hovsepian, Sarah	Dade
41. Jackson, Nora	Polk
42. Johnson, Mabel Jo	Duval
43. Jones, Betty Rose	Dade
44. Jones, Medora	Dade
45. Jordan, Harlene	Suwanee
46. King, Muzelle	St. Johns
47. Lamb, Mabel	Broward
48. Lamb, Virginia	Broward
49. Larkins, Ira Jane	Putnam
50. Lawrence, Susie	Lake
51. Lightbourn, Janet	Dade
52. Loader, Margaret	Hillsborough
53. Long, Annette	Leon
54. Long, Imogene	Leon
55. McCloud, Hilda	St. Johns
56. McIntosh, Ray	Pinellas
57. McKay, Elizabeth	Marion
58. Mann, Ruby	Polk
59. Meeks, Bessie	Orange
60. Miller, Mavis	Washington
61. Mills, Lena	Hillsborough
62. Mitchell, Corrie	Suwanee
63. Moore, Florence	Palm Beach
64. Newberry, Evelyn	Hardee
65. Nobles, Avis	Hillsborough
66. Oakley, Nathalie	Polk
67. Owens, Polly Ann	Santa Rosa
68. Padgett, Estelle	Jackson
69. Peoples, Mamie Lou	Dade
70. Perry, Mabel	Dade
71. Pierce, Fay	Hillsborough
72. Register, Pauline	Escambia
73. Remley, Eloise	Duval
74. Renfroe, Rosa	Volusia
75. Riles, Dorothy	Hamilton
76. Robinson, Eva	St. Johns
77. Robinson, Louise	Hernando
78. Rogers, Addie Lee	Polk
79. Sellers, Ina	St. Johns
80. Shaw, Lucile	Polk
81. Simpson, Esther	Hamilton
82. Sincora, Josephine	Dade
83. Smith, Caroline	Lee
84. Soles, Rachel	Polk

85. Staton, Dorothy	Orange
86. Stevens, Ida Jewell	Orange
87. Steverson, Clara	Holmes
88. Styron, Jessie	Pinellas
89. Tanton, Trudie	Gulf
90. Thomas, Jean Ann	Volusia
91. Thur, Mary Louise	Escambia
92. Tyler, Mary	Hillsborough
93. Vann, Euneta	Saint Lucie
94. Vickers, Rosa Lee	Marion
95. Wagner, Frances	Saint Lucie
96. Waller, Helen	Lake
97. Webb, Evelyn	Citrus
98. White, Etha	Duval
99. Wiggins, Elsie	Duval
100. Williamson, Julia	Duval
101. Yelvington, Gwendolyn	Duval

Blind Boys

1. Alderman, Robert	Jackson
2. Alfonso, Florian	Hillsborough
3. Alvarez, Raphael	Hillsborough
4. Anderson, Major	Pinellas
5. Bates, Lander	Duval
6. Brown, Charles Edward	Palm Beach
7. Burbridge, Drury	Okechobee
8. Cato, Alex	Hillsborough
9. Cherry, Kenneth	Dade
10. Crews, Albert	Baker
11. Curry, Jack	Alachua
12. Dillard, James	Volusia
13. Gilhausen, Marvin	Dade
14. Hayes, Lucy	Polk
15. Hayes, M. G.	Polk
16. Henderson, Elvin	Collier
17. Henderson, Erwin	Collier
18. Hich, Sylvanus	Duval
19. Holly, Edwin	Osceola
20. Johnson, Earl	Dade
21. Jones, Cois	Duval
22. Keelan, Frank	Hillsborough
23. Kilbourn, Lafayette	Gulf
24. Lamphear, Carl	Pasco
25. Lopez, Wallace	Volusia
26. May, Robert	Dade
27. Morey, Jack	Volusia
28. McClellan, Elwood	Duval
29. McFann, Ray	St. Johns

30. McClain, Raymond	Hillsborough
31. Nasrallah, Alexander	Duval
32. Nasrallah, Walter	Duval
33. Osburn, Orrian	Pasco
34. Ostern, James	Duval
35. Perrin, Henry	Putnam
36. Pulara, Louis	Hillsborough
37. Pulara, Philip	Hillsborough
38. Rawley, Ruscoe	Lake
39. Rizer, Rollie	Suwanee
40. Sapp, Lewis	Lake
41. Sattler, Charles	Dade
42. Shaffer, Donald	Seminole
43. Shaheen, Ernest	Dade
44. Shepherd, Alex	Holmes
45. Sherouse, Lafayette	Marion
46. Singletary, Frank	Jackson
47. Smith, Grover	Hillsborough
48. Smith, Hayden	Alachua
49. Strom, Gordon	St. Johns
50. Thompson, Julian	Putnam
51. Ward, Douglas	Orange
52. Warren, Leonard	Monroe
53. Wolfe, Robert	Polk
54. Zenoni, Fred	Hillsborough

Blind Girls

1. Burns, Chrysis	Hillsborough
2. Butler, Eunice	Lake
3. Cassidy, Catherine	Duval
4. Creech, Fay Jack	Palm Beach
5. David, Beatrice	Duval
6. Dean, Marie	Gadsden
7. English, Frances	Orange
8. Fant, Dorothy	St. Johns
9. Farr, Mary Lee	Orange
10. Forsyth, Aileen	Duval
11. Gordon, Dollie	Hernando
12. Grace, Aileen	Duval
13. Hayes, Clarice	Polk
14. Holly, Beulah	Polk
15. Hutchinson, Linnie	Duval
16. Hyde, Inez	Hillsborough
17. Jordan, Myrlen	Madison
18. Lindsev, Myrtle	Franklin
19. Murrel, Louise	Hillsborough
20. Ogden, Marion	Duval
21. Rogers, Trudie	Duval

BIENNIAL REPORT OF THE PRESIDENT FOR 1930-1932

22. Smith, Lucy Deat	Dade
23. Sherer, Mary	Dade
24. Stelle, Ethel	Dade
25. Stelle, May	Dade
26. Vallejo, Margie	Hillsborough
27. Warner, Adelaide	Duval
28. Woodward, Jacqueline	Gadsden

Colored Deaf Boys

1. Adams, Paul	Putnam
2. Carter, Benjamin	Marion
3. Danzy, Willie	Surawnee
4. Davis, George	Duval
5. Dew, John Henry	Putnam
6. Dudley, William	Saint Lucie
7. Ford, Ernest	Escambia
8. Early, Alphonse	Broward
9. Harrison, Fred	Columbia
10. James, Johnnie	DeSoto
11. Lawrence, Jesse	Volusia
12. Mongram, Joe	Duval
13. Morris, Timothy	Dade
14. McCall, Frank	Volusia
15. Newton, Junior	Brevard
16. Peterson, Harcourt	Palm Beach
17. Pinkney, Marion	Levy
18. Reed, James	Duval
19. Sallet, J. B.	Alachua
20. Simmons, Charlie	Seminole
21. Tanner, Norman	Lake
22. Turgerson, Ethel	Clay
23. Vickers, Glover	St. Johns
24. Vinsen, Otha	Alachua
25. Wallace, Van	Columbia
26. Watson, Tommy	Alachua
27. West, Irving	Duval
28. White, Fitzhugh	Jackson
29. White, Robert	Jackson
30. Williams, Lonnie Lee	Duval
31. Wright, Robert	Seminole

Colored Deaf Girls

1. Adams, Rosa Lee	Orange
2. Baker, Marzelle	Hillsborough
3. Belcher, Lucile	Franklin
4. Brown, Barbara	Duval
5. Butler, Carrie	Hillsborough
6. Butler, Elveta	St. Johns

BIENNIAL REPORT OF THE PRESIDENT FOR 1930-1932

7. Caffey, Velma	Alachua
8. Canty, Edna	Alachua
9. Coakley, Jeroline	Dade
10. Daniels, Geneva	Palm Beach
11. Edgecomb, Edith	Dade
12. Forrest, Addie Mae	Polk
13. Green, Helen	Lake
14. Hogan, Mary	Duval
15. Jackson, Edna	Manatee
16. Jackson, Willie Mae	Duval
17. Montgomery, Winifred	Palm Beach
18. Moore, Daisy Bell	Manatee
19. Murray, Maybel	Duval
20. Nelson, Jennie	Leon
21. Owens, Glennie	Duval
22. Rawls, Melda	Duval
23. Reid, Estella	Lafayette
24. Richardson, Marie	Duval
25. Snow, Marie	Marion
26. Stevens, Annie Mae	Duval
27. Weston, Ruth	Duval
28. Wright, Margaret	Volusia
29. Young, Ruby	Marion

Colored Blind

1. Bentley, Jake	Lake
2. Brewton, James	Escambia
3. Colley, Arkey	Putnam
4. Davis, Donnie	Washington
5. Fields, James	Duval
6. Flemming, Vernae	Marion
7. Hall, Sylvia	Duval
8. Hallie, Mamie	Walton
9. Hartley, Alex	Duval
10. Jackson, Jodie Mae	St. Johns
11. Jenkins, Mary Lee	Palm Beach
12. Jenkins, Vandy	Washington
13. Jones, Washington	Duval
14. Kendrick, Booker	Palm Beach
15. Kendrick, Ernest	Palm Beach
16. Kendrick, John	Palm Beach
17. Lawrence, Ernest	Duval
18. Lawrence, Joe Lee	Duval
19. Moseley, Willie Mae	Lee
20. Singleton, Moses	St. Johns
21. Williams, Esther	Osceola
22. Williams, George	St. Johns
23. Williams, Ida Mae	Osceola

EXECUTIVE HEADS SINCE ITS
FOUNDATION



PARK TERREL	Superintendent	1885—1890
W. A. CALDWELL	Superintendent	1890—1893
H. N. FELKEL	Superintendent	1893—1897
FREDRIC PASCO	Superintendent	1897—1900
ALBERT H. WALKER	President	1906—1927
W. LAURENS WALKER, JR., Acting President—November 22, 1927 to July 1st, 1928		
ALFRED L. BROWN	President	1928—1932
CLARENCE J. SETTLES	President	1932—

Biennial Report
Florida Agricultural and
Mechanical College
For Negroes



For Biennium 1930-1932

J. R. E. Lee, President

Biennial Report

Florida Agricultural and

Mechanical College

for 1902

PUBLISHED BY THE
FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE
TALLAHASSEE, FLORIDA



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President's Report

Florida Agricultural and Mechanical College
Tallahassee, Florida

TO THE MEMBERS OF THE BOARD OF CONTROL:
Honored Sirs:

It again becomes my pleasant duty to submit to the Board of Control my report of the operations of the Florida Agricultural and Mechanical College for Negroes for the biennium beginning July 1, 1930, and ending June 30, 1932, together with budget recommendations for the biennium beginning July 1, 1933, and ending June 30, 1935. I am also attaching herewith the reports from the various divisions of the college.

Even though this report covers a two-year period in the midst of what are regarded throughout the country most unfavorable financial conditions, it will be seen on the surface that the Florida Agricultural and Mechanical College for Negroes seems not to have suffered any serious results because of the general depression, which has had a great deal of influence in checking the progress of many other colleges. However, I am aware of the fact that we would no doubt be able to make a much more satisfactory report if conditions had been normal. While the enrollment and general progress of the school have been in advance of any previous years, I am sure the advance is not nearly so pronounced as it would have been if the financial conditions in the country had been maintained up to a reasonably normal standard.

PHYSICAL IMPROVEMENT

Since our last report the school plant has been both enlarged and improved in such a manner as will give the State encouragement in its efforts to develop the work here for the Negro youth of our State.

We have added to our holdings 81 acres of land, largely for the extension of our Agricultural Division. This gives us additional land for the cultivation of crops, for harvesting, and for pasturage of our growing dairy and animal husbandry department.

I should add that the means for making these additional purchases of land is a result of economies which we have been able to effect in connection with added production and sales from our various departments. This was necessary from the fact that no appropriation for additional land was provided for in our legislative budget.

While we have had disappointment from the fact that we were not able to have available the legislative appropriation of \$42,500 (with the expected supplement from the General Education Board of one-half of this amount) for a horticultural and science building, as a result of the small amount which has come to us from the gas tax, nevertheless, we have been able to make an addition of some \$15,000 to our hospital and nurse training division, which addition has made it possible for this division to have recognition from the State. Previous to this addition, our bed capacity was 21, while the State requirement for standard nurse training is 35 beds. This expenditure of \$15,000 has enabled us to increase the bed capacity to 45, and replace many old fixtures with modern facilities. These additions make it possible not only for State recognition, but for relief and accommodations of the patients of all the physicians in the city of Tallahassee. The work on this addition was done by students under the supervision of instructors.

A second improvement in the way of buildings has been the construction and equipment of our demonstration school building at a cost of approximately \$50,000; \$25,000 of which was given by the State, and the remainder furnished by the General Education Board. This building is complete in every appointment and furnishes excellent facilities for the proper training of teachers for the State of Florida. Few, if any school demonstration buildings in the entire South furnish the facilities for the training of teachers such as is now possible in our demonstration school. In addition to the regular grade work, we have been able to add a general course in vocational training for grades running through from the sixth to ninth, and a home economic division which covers practically all phases of housekeeping for the girls, many of whom have not found it possible to go further in their training than through the demonstration school period.

In this same connection, mention should be made of the construction of the two modern sidewalks of a capacity of 70 tons each, construction of concrete walks, making convenient approaches to practically every building on the campus. This work also was done by students under the supervision of instructors.

During the two years we have endeavored to protect the property of the school by repainting every wooden building that is a part of the village, and by placing new roofs on most of these buildings.

I should not close this discussion with reference to the plant without expressing our sincere gratitude to the State Road Department, which under authority of the State Legislature and Governor, have paved the main highway into the school. We must also express our gratitude to the city of Tallahassee for lighting the highway at the city's expense from Tallahassee out to the school grounds.

ENROLLMENT

The enrollment during the two years has been as follows:

Regular school 1930-31	516
Regular school 1931-32	364

In addition to this regular enrollment, there was an enrollment at the Practice School of 139 in 1930-31, and 129 in 1931-32. I regard this Practice School a vital part of the College from the fact it must be carried on for the sake of the training of teachers and provision is made by the legislature for the salary of teachers who conduct the work of the school.

The summer school and extension departments have become essential factors in the work of the Florida Agricultural and Mechanical College for Negroes. The enrollment in these departments has been as follows:

Summer School 1931	715
Summer School 1932	1026
Extension School 1931	407
Extension School 1932	614

I should add that our extension work is carried on by the regular teachers of the school without additional compensation for this outside service. Counting all phases of the work during the years 1930 to 1932, it will be seen the school administered directly, and with direct instruction to 4,110 persons.

In this same connection, I must not pass over the fact that each year there are conferences of farmers, 4-H clubs, and high school athletic meets, which have brought us each year 1,404, who have come under the influence of the school directly for a period of from two to five days during the year.

FIVE SCHOOLS

In the consideration of the administration and equipment of the Florida Agricultural and Mechanical College for Negroes, it must be kept in mind that the institution constitutes what would be regarded as five schools. There is the Health Division, administering to every student of the college, as well as other persons; the Agricultural Division, the Home Economics Division, the Mechanic Arts and Building Trades Division,—these four divisions dovetail into the fifth division, the Arts and Sciences, which serves every division of the college. I am giving a general summary of each of the five divisions, but reports of the heads of these divisions will give in detail an account of the work and set forth more minutely the needs of each division.

HOSPITAL

The following will show in some measure the work of the hospital during the past year:

Number students examined upon registration for year 1931-32	529
Number students vaccinated for year 1931-32	26
Number clinical students during year	3,199
Number students confined to hospital for year 1931-32	210
Number teachers receiving clinical treatments for year 1931-32	41
Number teachers confined to hospital for year 1931-32	19
Number nurses in training	10

In addition to this special attention given to those directly connected with the school, the following is reported:

Number clinical patients during year 1931-32	3,849
Number bed patients during year 1931-32	609

As a result of our facilities and special attention to the health of the nearly 1000 persons here, we have had few cases of any serious illness and no deaths.

In addition to the above activities of the hospital, we had a special clinic which administered to 413 patients during the past year. These patients were brought in and treated by 62 physicians and dentists from various parts of the State. This clinic which has become an annual feature is supervised by an eminent surgeon from Maharry Medical College at Nashville, Tennessee. Seventy-five surgical operations were performed last year.

We are gratified to note that eight of the twelve physicians of the city have brought patients into the hospital for treatment during the past year.

AGRICULTURAL DIVISION

Interest in this Division has grown steadily each year. A summary of the dean's report will show that 3,104 persons received direct and indirect instruction through this division during the year 1930-31, and 1,333 during the year 1931-32, making a total of 3,037. In this number 82 were college students preparing for the teaching of agriculture in the schools of the State.

HOME ECONOMICS DIVISION

The main objective in this Division is the training of young women for teachers of the various phases of home economics in the

public schools of the State of Florida, and rendering assistance to other young women enabling them to improve home life in the communities in which they live. During the two years 92 young women have made preparation for the teaching of home economics. During the summer schools and various short courses, 1,879 persons have received instruction.

MECHANIC ARTS DIVISION

The entire male enrollment of the college receives instruction and gives a portion of their time each week to technical as well as practical application of trade work. Many of these young men go into the schools of Florida to teach. During these two years in the nine divisions of trade work which are offered, 430 young men received training.

ARTS AND SCIENCES DIVISION

The Arts and Science Division serves all students of the college. That is, all students, whether majoring in trade work or otherwise, receive their academic instruction in the Division of Arts and Science.

The total enrollment for this Division during the two years was 1,080, aside from the summer school with a total enrollment of 1,741. This still does not include the teachers who have received instruction through our extension division which enrollment for the two years numbers 1,021.

STANDARDIZATION

Since our last report, the Board will be interested in the fact that our college has received the approval and endorsement of the Southern Association of Colleges and Secondary Schools of the Southern States, which enables graduates of this college to receive recognition at any of the universities in the country without examination when presenting themselves for admission. This recognition has served, I am sure, to increase our enrollment. As an example of this increased enrollment for the last two years, 1930-31 and 1931-32, the freshmen who have enrolled from high schools numbered 297.

This standardization has made demands upon us which we are compelled to meet in order to maintain the standing and convince those who desire to come to school that they will have the same recognition which can be had at any other college. We have been compelled, as far as possible, to increase the teaching force to the extent that we may have a smaller number of students in classes, and as far as possible increase the salaries of teachers so as to meet the standardization requirements. It has been necessary because of

this recognition to employ better prepared teachers, all of whom must have a bachelor's degree, and as soon as possible, have at least one advanced degree. It is necessary at this point to call attention to the fact that we must seek further compensation for our teachers in order to retain them. The following quotations from the accrediting association indicate clearly the directions in which we must make improvement to retain our rating and go forward toward an "A" class college:

1. STANDARD FIVE "*Training of Teachers*. The heads of departments should have a minimum of three years of graduate study in a well organized institution. All members of the faculty rated as full professors should have at least two years of graduate work in the fields in which they teach."
2. STANDARD SIX "*Salaries of Teachers*. Your salary schedule is still considerably below the standard fixed for full professors."
3. STANDARD SEVEN "*Number of Class-Room Hours for Teachers*. Your report shows that three members of the faculty are carrying loads beyond the sixteen hours considered maximum under this standard."
4. STANDARD TEN "*Library*. Your library needs additional volumes in order to meet the minimum number required and for this reason an increased book appropriation should be made."

We have perhaps one of the best corps of teachers in the entire South and we find it difficult to keep them because of the fact that offers come to them from other institutions with the possibility of larger salaries than we are able to give.

QUARTER SYSTEM

Two and four years ago I called attention to the importance of our changing our organization from the semester to the quarter system. Such an organization would be in accord with what is being done in practically every other Land Grant College for Negroes. In addition to the conformity to the system which is prevailing in practically all the other schools, Florida has demands for this plan that perhaps no other one of the schools has. This demand grows out of the fact that Florida is one of the tourist and trucking states. If we can organize on the quarter basis, 12 weeks to the quarter and 48 weeks to the year, it would enable students who are seeking their education to take advantage of the opportunity to work with tourists and in the trucking industry at certain periods and then come into school and do a unit of work during one of the 12 weeks. They could remain out of school perhaps during the 12 weeks of

the winter season when they are needed for service in the State and enter at their convenience and secure their education without a break. At present our organization demands that they must give up work with the tourists and in the trucking fields just at the time they are most needed if they are to pursue their courses satisfactorily at the college. In addition to the fact that the regular students would have an unusual opportunity by this plan, many of the teachers of the state who must close their schools during the tourist season could enter the college during one or two of these quarters and secure credits toward advanced work, and in that way complete their education. Every year we have requests from teachers who must close their schools during this busy period, who want to come into school, but our organization on the semester basis does not permit them to come in and get credit for a definite unit of work. This quarter system would meet the demands of our people in practically every section of the State of Florida.

A second pressing demand for this organization would be that our school plant, which now is worth almost a million dollars, would be in use for the education of the Negroes of Florida for practically the entire year rather than for eight and nine months as it is at present. Such a plant should not lay idle for a part of the year. It should bring revenue in the way of additional advantages for the entire year. The cost of operating for the year of 48 weeks would be a small increase of about \$20,000 over the present system, but since the school is established for the education of the people, this increased cost would be offset in a most emphatic manner by the advantages which we would furnish for the people for whom the school is established.

The objection that the other state institutions do not have this organization is offset by the fact that those who attend the other state institutions do not in any large measure get their livelihood from such situations as are true of the colored people of the State.

I very much hope that the Board of Control, and Board of Education will consent to this change and therefore meet the demands to render service which I am sure the State of Florida desires for the mass of Negro people of this State.

SELF-HELP

It is of interest, and I am sure, of encouragement to the Board to find that the students of the school in their determination to further their education, do a large share of the work necessary for the improvement and maintenance of the college. During the year 1911-12, 71% of the boys assisted in caring for the plant to the amount of 19,709.24. Even though we do not have such work for

girls as they are able to do, 24% of them rendered service in the various phases of the care of the college to the amount of \$2,281.10. I should add that during the summer of 1932, in the improvement of buildings and grounds and preparation for the school year, the boys earned the amount of \$4,295. This was applied on their individual accounts for school expenses. Girls earned during the summer the amount of \$1,873.34. This also was applied toward school expenses. These amounts mentioned above would go, of course, to outside people and would be paid out in cash, if the students themselves were not anxious to do the work and place their earnings in their credit for their maintenance during the school term.

FACULTY

I have referred in another section to the fact that the standardization of the college demands a better qualified faculty. In addition to these demands there is an absolute necessity of our making an endeavor to increase the salaries of the teachers and thus prevent the large turnover which weakens the work so well established by those who have proved themselves adaptable and capable in carrying on the work in such a manner for the largest and best interests of the State of Florida. Certainly, it is easy to get new teachers at lower salaries, but at the same time, we reduce the efficiency of the work of the college by constantly bringing in new recruits. Teachers who have had no experience are of far less value than those who have been with us and who understand what our objectives are and who so happily adapt themselves to the largest possibilities of the school. Larger salaries to these substantial teachers constitute an economy in building up the work of the college. For this reason, I feel fully justified in urging better salaries for teachers.

TRAINING TEACHERS

The major work of the Florida Agricultural and Mechanical College for Negroes is the preparation of teachers for the city and county schools of this State. It is our duty to send out to the superintendents of the State well qualified teachers to the end that the necessity for issuing temporary certificates to teachers who have practically no training for teaching shall cease as early as possible. The training of teachers, we regard, as our prime objective, and whatever plans we are making for advanced salaries, for equipment, and for living facilities are based entirely upon our anxiety to meet the demands that are upon us for the training of young men and women who in turn shall give their talents to the building up of an intelligent group of teachers in every part of the State, and by their efforts strengthen the type and character of citizenship in every community.

SUMMER SCHOOL.

In a previous tabulation, it will be seen that the school has been able to serve through its summer session a large number of teachers who are already in service in the State. During the past year, as has been shown, more than 1000 teachers took advantage of the summer school. It is not out of place for me to again call attention to the efforts of the school through its extension department, which had the opportunity to serve something over 600 teachers during last winter. This work was done by our regular teaching force. These teachers have caught the spirit of what we want to do and have given of their services free to these several hundred teachers during the winter course.

EQUIPMENT

With the recognized standing which we have been able to obtain, there arises also the demand for larger equipment in our agricultural, mechanic arts and allied science laboratories. We must have an increased outlay in equipment in these directions in order to meet the demands for efficient teaching that we may send out from this college young men and women who will, first of all, secure and maintain their places among the graduates of other institutions, and who may be able to serve the State of Florida as would be expected by the legislature and state authorities. In our budget we endeavored to include a minimum requirement of expenditure for equipment to meet the urgent demands for effective teaching.

PRESSING BUILDING NEEDS

The last legislature approved an appropriation of \$82,500, as a part of the building program for a horticultural and science building. Up to this time, this has not been available. As stated above, we expected the General Education Board to give one-half of this amount so as to enable us to expend about \$125,000 on such a building. Such a building should not only house the horticultural department, but it should house the allied sciences for mechanic arts, home economics, agriculture—in fact all phases of science which are a part of our courses are to be housed and operated in this particular building.

A second necessity which is pressing is an additional girls dormitory. At present we have housed in one of the old buildings 74 girls, and in almost every case there are 4 girls to the room, which is very unsatisfactory, as well as un sanitary, and in many cases, I believe, influences young people in making the selection of other schools. The same situation practically obtains in the boys dormitory. I must apologize, from year to year, for the way we are com-

pelled to house and care for many of the young men and women. Their education is very much hampered by these poor living conditions, and I am of the opinion that we shall not be able to increase our enrollment in any such way as it should be increased until we can give satisfactory living conditions.

I should mention also the matter of heating our buildings. At present 11 buildings are heated by separate furnaces and by different firms at a great loss of fuel and at a great fire risk, to say nothing of unsatisfactory heating. Even with our inadequate buildings, there is no demand more pressing than a central heating plant.

It will be seen from the report of the Dean of Women that a large number of lady teachers must be housed in the girls dormitories, depriving the student girls from having accommodations that they deserve and that should be provided for them.

I must also call attention to the necessity of larger equipment and better facilities in our library. Our student body has increased, especially the group of young men and women who are endeavoring to do advanced work in mechanic arts, agriculture, home economics and other phases of work, and we must furnish better library facilities for them.

In view of the above, I am asking consideration for the following as to building needs:

- | | |
|---|-----------|
| 1. Construction and equipment of Horticultural and Science Building _____ | \$125,000 |
| 2. Construction and equipment of Girls Dormitory _____ | 125,000 |
| 3. Construction and installation of Central Heating Plant _____ | 150,000 |
| 4. Construction and equipment of Boys Dormitory _____ | 125,000 |
| 5. Construction and equipment of modern Home Economics Building _____ | 100,000 |
| <i>(Present home economics building to be fitted up for living quarters for lady teachers which will take them out of the dormitories.)</i> | |
| 6. Addition to Library _____ | 100,000 |
| <i>(Enlarging what have exceeded our college demand not only an increase in books but are pressing us for increased facilities if we are to meet the standards set up by the Southern Association of Colleges and Secondary Schools.)</i> | |
| 7. New Laundry Building _____ | 10,000 |

I have endeavored to present these needs for buildings in the order of their pressing importance. Inspection by the State Board of Control, State Board of Education, and State Legislature, I am sure will convince each of these groups that none of these demands are beyond what should obtain here at the State College—the institution in which all Florida takes pride and which has given our

State standing equal to any other state in the union in its facilities for the education of Negroes.

GIFTS

I am sure the Board will be gratified to know that more and more our own people are beginning to appreciate the fine work which is being done here under the direction of the Board. As an expression of this appreciation, we have had several scholarships given to students during the past two years. Mr. S. H. Hart, Jacksonville, has given scholarships for two young women, Rev. G. C. Curry Jacksonville, has given two scholarships for the nurse training department, and Rev. A. L. Richardson, Quincy, has given an additional nurse training scholarship. A local Women's Club of the college has given a scholarship for a young woman in the college, as well as purchased a piano for our new practice school.

Mention should be made of the financial help that has been extended to us by the Rosenwald Fund in enabling us to increase the number of books in our library and in the grant of fellowships, and of the General Education Board for assistance rendered us toward our various building projects and also furnishing fellowships to improve our teaching force.

APPRECIATION

In closing I want to express my keen appreciation to the Governor and his Cabinet and the State Board of Control for the unreserved encouragement and constant help in enabling us to carry on the work here in a reasonably satisfactory manner. The citizens of Tallahassee have given us their cooperation in our efforts to make this college a useful factor in the community, as well as in the State at large.

May I give the assurance that it will be our endeavor in the future to have every phase of the work of the Florida Agricultural and Mechanical College serve the State of Florida in the largest possible manner.

Respectfully submitted,
J. R. E. LEE, President.

Division of Liberal Arts and Science

Florida Agricultural and Mechanical College
Tallahassee, Florida

My dear President Lee:

The Liberal Arts and Science Division submits herewith the report for the two years beginning July 1, 1930, and ending June 30, 1932, including the school terms of 1930-31, and 1931-32, and summer school terms of 1931 and 1932.

We are most gracious for the many improvements and consideration which have been given during the past two years. Such consideration has made the school a member of the Association of Colleges and Secondary Schools in the Southern States with rank of a "B" college, which makes it possible for our graduates who desire to do further study to enter graduate schools without further embarrassment. We take pleasure in thanking you for past consideration.

ENROLLMENT 1930-1931

<i>Male</i>	<i>Female</i>	<i>Total</i>
214	302	516

GRADUATES

	<i>Male</i>	<i>Female</i>	<i>Total</i>
College Degree _____	6	5	11
Commercial Diploma _____	0	6	6
Normal Diploma (Education) _____	0	26	26
Normal Diploma (Home Economics) _____	0	9	9
High School Certificates _____	7	22	29
Nurse Training Diploma _____	0	1	1
TOTALS _____	13	69	82

ENROLLMENT 1931-1932

<i>Male</i>	<i>Female</i>	<i>Total</i>
235	329	564

GRADUATES

	<i>Male</i>	<i>Female</i>	<i>Total</i>
College Degree _____	14	13	27
Commercial Diploma _____	0	4	4
Normal Diploma (Education) _____	0	26	26
Normal Diploma (Home Economics) _____	0	4	4
High School Certificates _____	10	12	22
Nurse Training Diploma _____	0	0	0
TOTALS _____	24	59	83

Total graduates and certificates for 2 years _____ 165

SUMMER SCHOOL ENROLLMENT 1931

<i>Male</i>	<i>Female</i>	<i>Total</i>
22	693	715

GRADUATES

	<i>Male</i>	<i>Female</i>	<i>Total</i>
College Degree _____	3	9	12
Normal Diploma (Education) _____	0	30	30
Normal Diploma (Home Economics) _____	0	0	0
High School Certificates _____	2	15	17
TOTALS _____	5	54	59

ENROLLMENT 1932

<i>Male</i>	<i>Female</i>	<i>Total</i>
65	961	1026

GRADUATES

	<i>Male</i>	<i>Female</i>	<i>Total</i>
College Degree _____	2	10	12
Normal Diploma (Education) _____	0	32	32
Normal Diploma (Home Economics) _____	0	0	0
High School Certificates _____	0	20	20
TOTALS _____	2	62	64

Total graduates and certificates for 2 years _____ 123

Total enrollment of Demonstration Elementary School
for 2 years _____ 268

It can be seen from the enrollment that there has been a gradual increase in the growth of the college department and in the total enrollment with a slight decline of the enrollment of the high school.

STANDARDS

We are listing herewith those standards which must be met, gradually, if we are to maintain our present rating in the Association of Colleges and Secondary Schools of the Southern States and evolve into an "A" class school. In brief, in addition to serving the needs of the entire state of Florida for its Negro youth, we must bear in mind that certain standards must accordingly be met if we are to continue to attract students of the superior grade.

QUOTING FROM THE EXECUTIVE AGENT OF THE ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS OF THE SOUTHERN STATES

December 28, 1931

My dear President Lee:

I am pleased to be able to advise you that at its meeting on December the 1st the Southern Association of Colleges voted to rate Florida A. & M. College as an approved college in Class "B."

Your "B" rating is due to the fact that you were short on the following standards:

STANDARD FIVE. This standard calls for at least three years of study for department heads and two years of similar study for full professors. Only two of your eight full professors appear to meet the requirements of this standard.

STANDARD SIX. Your average salary for full professors is \$1897 whereas the standard calls for \$1000 for full professors. *Commut is superfluous.*

STANDARD EIGHT. Sixteen out of your forty-one college classes are over-size, thirty being the maximum under the standard. Several of these sixteen classes are in Freshman English and Mathematics, which is especially bad. This situation can be corrected through careful attention by your administrative officers.

STANDARD TEN. According to your report you are three thousand volumes short of the standard for a library which calls for twelve thousand volumes. Your appropriation for the library is also short of the requirement.

Your institution cannot hope for a rating in Class "A" until it meets in full the standards mentioned above. Furthermore, to retain your present rating next year you must show substantial im-

provement on the standards on which you are short. I am enclosing a circular showing the institutions approved by the Southern Association.

Cordially Yours,
Executive Agent

SOME PERTINENT NEEDS

1. Additional appropriation of 16,000 in order that we may increase the volumes in our library to 12,000. A yearly appropriation of \$1,000 for supplies, newspapers, magazines and purchases of duplicate copies after the basic library of 12,000 volumes has been secured.
2. Inauguration of the quarter system in order that we may more adequately serve a state which is distinctly seasonal. This will make it possible for teachers and students who work in the strawberry, potato and orange districts to enter at any one of the four quarters.
3. Teachers. We have had an increase in the number of teachers but as our college department grows we find it necessary to ask for the following increase in staff:
 - a. A teacher of German.
 - b. A teacher of Philosophy and Psychology.
 - c. A teacher of Geography.
 - d. A full-time teacher of Primary Methods and Elementary Education, but this will be in addition to the regular supervisor of Practice Teaching who will devote her full time to the teaching of theory classes in Intermediate and Primary Education.
5. An assistant registrar who will devote full time to Alumni records. Follow up and a more thorough organization of our system of student accounting.
6. A teacher of Economics who will not only teach classes in Economics and Labor problems but will serve as a research expert in Agricultural and Industrial Economics to be correlated with our department of Industries, Agriculture and Home Economics.

BUILDINGS

1. Science Hall.
2. Gymnasium.
3. Demonstration High School.
4. Consolidated Demonstration Elementary School in conjunction with Leon County for rural education experimentation and practice teaching.

THE SUMMER SCHOOL

The summer school continues to grow and is an index of the extent to which the college is serving the educational needs of the state. The teaching staff of the summer school will have to be increased in order to meet the demands for a greater variety of courses. It is impossible to conduct a summer school of 1,026 with the same faculty and appropriation for a summer school of 300. Large classes and a failure to provide a variety of courses must necessarily mean inferior work.

We are asking consideration for material, equipment and supplies for the amounts as follows to cover a period of two years:

Commercial Department	1 4,000
Education	3,000
English	2,000
Drawing and Fine Arts	2,000
History and Geography	1,000
Language	1,500
Library	20,000
Mathematics	1,000
Music	6,000
Psychology	4,000
Gymnasium Equipment	6,000
Registrar's Office	2,000
Research	1,000
Science	10,000
Extension	4,000

EXTENSION DEPARTMENT

There is no one department which so adequately serves the entire state as the extension department. Classes were operated the year 1931-1932 in 22 centers with a total enrollment of 614. This service was entirely self-supporting. The teachers of the state paid fees to cover the traveling expenses of the instructors and no extra fees were charged by the instructors for their services as this was considered a regular part of their teaching load.

We appreciate ever so much the consideration which was given in the addition of a full time worker in this connection. Another full time worker is urgently needed in order that this work may continue to grow and serve the needs of the Negro teaching public in this state.

We appreciate ever so much the consideration which has been given to the division in the past and in the light of the above we ask your careful consideration of the same that the most effective work may be done by the college.

Respectfully submitted,

R. O'Hara Lanier, Dean.

Agricultural Division

Florida Agricultural and Mechanical College
Tallahassee, Florida

President J. R. E. Lee
Florida Agricultural and Mechanical College
Tallahassee, Florida

My dear President Lee:

I have the honor to submit the report of the Agricultural Division for the biennium beginning July 1, 1930, and ending June 30, 1932.

The Division has made progress which I hope is commensurate with the development of the Institution. We are grateful for the past budget which made it possible to operate the Division in a manner which we believe to be advantageous to the college and the State.

The students have shown an increasing interest in the Division and in the training they are receiving. This is evidenced by the rapid increase in the enrollment in our regular classes. The enrollment for the two years, and the number of persons given instruction by the Agricultural Staff are as follows:

	1930-31	1931-32
Regular College Students	34	48
Teachers in Summer School	80	70
Vocational Teachers	16	16
Vocational Short Course (N.F.F.)	105	86
High School	49	42
4-H Club and Demonstrators	331	381
Leon County Boys' and Girls' (Short Course)	114	213
Day-Unit Vocational Boys	50	60
Farmers' Conference	111	300
Parents' Achievement Day	126	161
Correspondence Courses (students)	5	7
Vocational Evening Classes	0	40
County Teachers' Institute	40	70
County Farm and Home Demonstration Agents	15	16
Intercollegiate Judging Contest	0	18
	<hr/> 1504	<hr/> 1533
Total number of persons receiving definite instruction in Agriculture		3037

The number receiving definite instruction is more than twice as many as were reached the previous biennium, and does not include those persons in Leon County and adjoining counties who have been helped by our teachers contributing to their needs whenever they have had an opportunity to do so. It has been gratifying to note the expressions of appreciation by the farmers contacted and helped by the instructors of the Division.

Mr. A. A. Turner and Mrs. R. B. Ballard, heading the Smith-Lever Extension Department, have cooperated most heartily in bringing together boys and girls in such groups as to make it possible to give them instructions which will help them in developing better homes and farms, and better living conditions throughout the State of Florida.

Five young men received their Bachelor's Degree in Agriculture last year, and are being placed as principals and teachers of vocational agriculture in some of the most fertile fields where agricultural instruction is needed.

The Division as a whole has not spared time or pains in putting forth every effort possible to fill the needs of the people of Leon County and the State of Florida, as well as giving such instruction to the regular students in the College, that will fit them for the most efficient service.

DAIRY DEPARTMENT

The Dairy Department is still increasing in number and quality of dairy cattle. The herd consists of 91 promising animals, young and old, which are either pure-bred or high grade stock. Of this herd, thirty cows are at the pail, with an average production of sixty gallons per day. Enough dairy products are produced to supply the Boarding Department, and to supply the needs of the college family during the entire year.

POULTRY DEPARTMENT

This Department has not increased so much in size during the biennium but it has greatly increased in the quality of the birds kept on the yard. At present, there are about 1500 birds, all of which are in a healthy condition, and produce enough eggs to supply the Boarding Department. Many broilers and fryers, as well as cull birds from the flock are used in the Boarding Department, and sold to the college families.

TRUCK GARDEN DEPARTMENT

In order not to compete with outside producers of truck crops, we have not sold very many vegetables for cash. We have however,

produced vegetables in sufficient quantities to supply all the needs of the Boarding Department and the families living on the campus.

GENERAL FARM DEPARTMENT

This Department still maintains its record as being one of the most outstanding in the Division. During the past two years, the farm has produced more than 1000 bales of hay; 2000 bushels of corn; 100 bushels of potatoes, and many other crops which add to the students' knowledge in operating a farm on a large scale.

SMITH-HUGHES VOCATIONAL DEPARTMENT

There is a land laboratory plot of seven acres connected with this Department, on which High School boys grow all types of truck and farm products. They also learn to use and operate various types of machinery used on the average farm in Florida. They keep definite accounts of their expenditures and receipts, and make their own plans for planting, cultivating, harvesting and marketing their crops under the supervision of a competent instructor.

TEACHER-TRAINING DEPARTMENT

It is through this Department that the graduates of the Agricultural Division learn the techniques of successful teaching. Before graduation, they are required to make daily plans and go out in the County and to teach according to these plans, under the direction of a critic teacher furnished by the Teacher-Training and the Agricultural Division. They also learn to organize clubs, classes and community activities in the various neighborhoods throughout the County.

EXTRA-CURRICULA ACTIVITIES

There are two permanent clubs in the Division. One is supported by the boys in the High School, and other by boys regularly enrolled in the College Department. They hold their meetings weekly, and discuss problems which are helpful to the two groups in the development of higher scholarship, and technical agriculture.

For five consecutive years, the Intercollegiate Live Stock and Farm Crop Judging Team has brought honors to the Institution and to Florida. Due to their consecutive high points in judging, they have won the silver loving cup as permanent property for the College.

NEEDS

The Agricultural Division with all of its Departments, has endeavored to work as a unit in order to make good its trust in develop-

ing worthy young men and women who will contribute their part in the development of a greater state. In order to continue the work so nobly begun by those who preceded us, and to develop in proportion to the growth of the College as a whole, we respectfully submit our needs in the form of a budget for the next two years as follows:

Teacher-Training Department _____	\$ 525
Animal Husbandry and Dairy Departments _____	12,300
Poultry Department _____	2,825
Swine Department _____	900
General Farm Department _____	6,000
Vocational Department _____	500
Truck Garden Department _____	1,000
Campus Department _____	6,400
Equipment for Agricultural Building _____	500
Labor for all Divisions _____	17,100
TOTAL _____	\$48,550

We are reducing our budget \$26,829 below the budget for the last biennium, and we sincerely hope that these needs may be met in order that the Agricultural Division may be able to measure up to the highest standards set by the College and the State of Florida.

Respectfully submitted,

B. L. Perry, Dean of Agricultural Division.

Mechanic Arts Division

Florida Agricultural and Mechanical College
Tallahassee, Florida

President J. R. E. Lee,
Florida Agricultural and Mechanical College,
Tallahassee, Florida.

My dear President Lee:

Allow me to submit the report of the Mechanic Arts Division for the biennium beginning July 1, 1930 and ending June 30, 1932, including the school terms 1930-31 and 1931-32.

The enrollment was as follows:

	1930-1931		
	<i>Male</i>	<i>Female</i>	<i>Total</i>
College _____	49	68	117
Trade School _____	81	2	83
	<hr/>	<hr/>	<hr/>
	130	70	200
	1931-1932		
	<i>Male</i>	<i>Female</i>	<i>Total</i>
College _____	63	89	153
Trade School _____	75	3	78
	<hr/>	<hr/>	<hr/>
	138	92	230

The Mechanic Arts Division embraces the following departments:

Architectural and Mechanical Drawing, Auto-Mechanics, Carpentry, Electrical, Industrial Education, Masonry, Painting, Plumbing, Printing, and Tailoring.

I am recommending that a fireproof addition be made to this building so that the departments now housed can expand and relieve the congested conditions which now exist. This addition should be constructed so as to include a laboratory and classrooms for theory.

SUMMARY OF EACH DEPARTMENT

<i>Department</i>	<i>Students</i>	<i>No. of Jobs</i>	<i>Valuation of Job</i>
Auto-Mechanics	30	381	\$ 1,841.53
Carpentry	199	341	30,624.83
Electrical	21	116	5,215.00
Masonry	32	212	8,194.01
Painting	26	174	1,646.37
Plumbing	16	504	7,538.45
Printing	13	614	8,335.44
Tailoring	13	427	1,886.95
	430	3169	147,362.58

Number of students enrolled in Architectural and
 Mechanical Drawing _____ 103
 Number of students enrolled in Industrial Education _____ 18

ARCHITECTURAL AND MECHANICAL DRAWING DEPARTMENT

This department instructs the student in preparing and reading drawings as they apply to his line of work.

The department lacks stools, proper type of drawing tables and cabinets for storing drawings; these cause the student to be seriously handicapped.

AUTO-MECHANICS DEPARTMENT

The Auto-Mechanics department keeps up the repairs on the school cars, trucks, tractors, bus, etc.

The shop is sorely in need of equipment so that the student can get the training which he needs in order to compete successfully in the auto-mechanics field. I am, therefore, recommending that new equipment be purchased and installed.

BUILDING CONSTRUCTION DEPARTMENTS

The Building Construction departments—carpentry, electrical, masonry, painting, plumbing and heating, have done remarkable work for the past two years in building and remodeling buildings.

Some of the jobs that were done by these departments are listed below:

Construction of an annex to the Hospital valued at \$15,000, construction of two silos valued at \$1,500, re-roofing Clark Hall, enlarging shower rooms in Men's Union, repairing Gible Cottage, painting the exterior and interior of all dormitories, construction of

over 11,000 square feet of concrete walks and the general up-keep of all the buildings on the campus.

These departments have been handicapped seriously by the lack of proper equipment and tools to carry on the work as rapidly and efficiently as would be possible. I wish to especially call your attention to the lack of proper equipment for instructional purposes in the electrical department.

PRINTING DEPARTMENT

This department is doing all the school's printing, including the *General Catalogue*, *Summer School Bulletin*, *Extension Bulletin*, *The Weekly News*, *The Quarterly Journal*, and *Vocational Bulletin*. This work, however, is being done under great handicaps on account of lack of equipment, and, because of the lack of equipment, some of the methods and practices used are foreign to those that the students will find when they attempt to enter the commercial field, which will limit their possibility of finding employment.

As the shop is very congested, I recommend that additional space be given over to this shop. This can be done easily if an addition is made to the building.

TAILORING DEPARTMENT

This department, which makes all the uniforms for boy students, is handicapped by inadequate equipment to supply all the students enrolled for the course. The space in the shop for practice and shoory is insufficient to meet the requirements.

ESTIMATED BUDGET

Office	\$ 100
Laboratory	7,000
Mechanical Drawing	1,000
Auto-Mechanics	3,000
Carpentry	3,150
Printing	10,000
Masonry	1,500
Plumbing and Heating	3,000
Electrical	6,000
Painting	1,000
Tailoring	1,000
	<hr/>
	\$36,750

Respectfully submitted,
J. P. Scott, Acting Dean of
Mechanic Arts Division.

Home Economics Division

Florida Agricultural and Mechanical College
Tallahassee, Florida

President J. R. E. Lee
Florida Agricultural and Mechanical College
Tallahassee, Florida

My dear President Lee:

As Dean of the Home Economics Division, I wish to acknowledge gratefully the generous considerations given for the biennium 1930-1932; also the opportunity for expansion and growth.

I hereby submit a report of the work of the Division for this period, and budget recommendations for the biennium 1933-1935.

DEPARTMENTS

The five departments of the division—Foods and Nutrition, Textiles and Clothing, Applied Art and Design, Household Economics, and Home Economics Education—stressed as their aims better home life and better home making; the more efficient training of home economics teachers, and training for some vocations other than home making and the teaching of home economics.

PLANT AND EQUIPMENT

Home economics training was given to all of the young women of the college in a frame building with a limited amount of equipment. A six-room cottage was provided as a practice house in home management.

EXTENSION AND COOPERATIVE EFFORTS

Two evening classes for adults were conducted in 1932, and some extension work was provided for home economics teachers in the field. Short courses were given in connection with county and Home Demonstration workers which involved a large number of rural women and girls. A special methods course was provided for the home economics teachers of the state.

The total enrollment of girls majoring in this division was increased by 61% during the biennium. The total number of persons receiving instruction is given:

	1930-31	1931-32
Home Economics Majors.....	35	57
Non-Home Economics	185	267
Summer School	43	67
Home Economics Teachers	0	44
County Short Courses	360	320
4-H Club Short Course	213	288
	<hr/>	<hr/>
	836	1,043

CONCLUSIONS AND RECOMMENDATIONS

The newer emphasis placed on the home, child and family nationally is significant. This is equally true with regard to trade education. The Home Economics Division should make a greater contribution toward the training of women and girls along these lines. I beg of you to consider the following needs so that the work may be improved in this division:

Demonstration and illustrative material.....	\$1,000
Furniture and equipment for all departments.....	3,000
	<hr/>
TOTAL.....	\$4,000

Respectfully submitted,

Ethel Mae Griggs, Dean of Home
Economics Division.

Health Division

Florida Agricultural and Mechanical College
Tallahassee, Florida

Mr. J. R. E. Lee, President
Florida Agricultural and Mechanical College
Tallahassee, Florida

Dear Sir:

I take pleasure in submitting to you a report of the Hospital embracing the School of Nursing and Health Department for the biennium beginning July 1, 1930 and ending June 30, 1932.

ACTIVITIES

During the two-year period, the hospital has experienced an increase in the number of cases handled through its various services as noted from the following figures:

Hospital Bed Patients _____	831
Visits to Out-patient Clinics _____	7,048

Patients Treated at the Annual Clinics:

Medical _____	212
Surgical _____	75
Dental _____	90
Pre-natal _____	38
TOTAL _____	415

Examinations at Annual Tuberculosis Clinic _____	629
Students Examined Upon Entering College _____	629
Pre-school Clinic _____	104
Annual Baby Clinic at Hospital _____	56
Laboratory Tests Made _____	2,514
Annual Baby Clinic at Hospital _____	142
X-Ray Pictures Taken _____	312
Major Operations Performed _____	104
Minor Operations Performed _____	332

In addition to the above activities, the hospital has aided in the promotion of health elsewhere on the College premises and in the city and county as follows:

1. An annual 'mid-wives' conference was started in 1931 in which 10 mid-wives of Leon County were given instructions and demonstrations on improved methods of conducting deliveries.
2. All the students of the College Department were given the Tuberculin Test in cooperation with the State Board of Health in March, 1932.
3. During the two-year period the Medical Director and Interns assisted in the examination of more than eight hundred students of the Lincoln High School (Tallahassee).
4. A series of health lectures have been given to the members of the summer school, to churches, schools, and at public gatherings during National Negro Health Week.
5. During the two-year period, 62 physicians, 8 dentists, and 1 pharmacist from within and without the state have attended and given their services and skill at the annual clinic.
6. Eight of the twelve physicians of the city have brought their patients to the hospital regularly to treat them and have made visits to the hospital almost daily.

All these activities are entered into enthusiastically and diligently by the members of the hospital staff, with the advice and able guidance of the administration. This makes possible a health program on a broad scale to reach a large number of people who will become disciples and advocates of preventative as well as curative methods in dealing with diseases.

IMPROVEMENTS AND DEVELOPMENTS

Much of the progress described above has been made possible by the building of the annex to the hospital during the summer of 1931. This addition contains twelve adult ward beds, six private rooms, one basinette, six cribs, two youths' beds, three out-patient clinic rooms, one demonstration room for the training of student nurses and living quarters for 50% of our nurses with a total of forty-three beds. We are now in line for having our school of nursing accredited by the Florida Board of Nurses Examiners. There are but a few more requirements of a minor nature which must be met in order to make this recognition a reality.

Among other important steps forward may be mentioned the replacement of our old record system by a modern and up-to-date

system. This makes possible quick reference to the medical as well as financial details of any case that has been treated at the hospital.

Steps have already been taken to organize the hospital staff in a manner to meet the approval of the American College of Surgeons. By arranging a suitable set of by-laws, and having all specimens removed at operations examined microscopically, and by arranging a pathological laboratory, we will meet the requirements for recognition by this important organization. We are hoping to be able to accomplish this within the next year.

OUR NEEDS

Our largest interest is now centered on our school of nursing and our determination of having it recognized, if possible, within the next year. Recent literature from the board shows that a well equipped class room and a well equipped demonstration room for the teaching of these nurses are necessary. The costs for these items are as follows:

Full Equipment for a Nurses' Classroom.....	3350
Three Steel Nurses' Station Desks at 40 each.....	120
Full Equipment of a Nurses' Demonstration Room.....	210
Six Featherweight Steel Chairs for Desks.....	27
TOTAL	3747

STUDENT BOYS AND GIRLS

The student boys' ward in the hospital has beds with sagging springs and torn, rough, irregular mattresses, with but one chair and two bedside stands for the entire ward. They should have a more inviting ward when ill, therefore, I am requesting the following:

Five Adjustable Simmons Beds and Mattresses.....	\$127.50
Five Bedside Stands @ \$14.50 each.....	72.50
Five Featherweight Steel Chairs @ \$5.25 each.....	26.25
One Dresser @ \$21.50.....	21.50
One Dresser for Student Girls Ward.....	21.50
Six Bedside Stands for Student Girls' Ward.....	87.00
TOTAL	\$356.25

ELEVATOR

Fully two-thirds of the critically ill patients entering the hospital must be carried to the second floor. Besides, the operating room is on the second floor and the X-Ray room is on the first. At present patients are carried up and down the steps chiefly by the

physicians and nurses. There is already an elevator shaft in the annex building and an elevator is an urgent need and can be purchased and installed at the following cost:

One Elevator Lift with Cage	\$625
One Patients' Carriage	65
TOTAL	\$690

FOOD SERVICE

The hospital kitchen is deficient of utensils and dishes for the proper preparation and serving of the patients' food. These necessary items can be supplied as follows:

One Food and Dishes Conveyor	\$ 85
Cooking Utensils	135
Dishes, Knives, Forks, and Spoons	165
TOTAL	\$375

LABORATORY

Both the State Board of Nurses Examiners and the American College of Surgeons require a laboratory space with adequate equipment for the examination of the blood, the urine, the sputum, as well as for isolating and staining bacteria and tissues. I should like to suggest that the south end of the screened porch on the first floor be enclosed and supplied with several windows for light, a work bench and closer with a glass door built in this space to be used as a laboratory.

Cost of Equipment, Re-agents, Stains, etc.	\$95
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MISCELLANEOUS NEEDS

A few miscellaneous needs in addition to those named above include:

Instruments and Equipment for Emergency Room	\$ 80
Thirty-six Window Shades	72
Floor Coverings for Office, Reception and Emergency Rooms	30
X-Ray Film Marker, Lead Lined Box, Lead Apron, One Dozen Hangers, Two Cassettes	174
One Dressing Carriage	65
One Large Letter Filing Case	30
One Small Card and Chart Filing Case	15
Instruments and Splints for Treating Fractures	111
Dressers, Chairs, and Beds for Nurses Quarters	310
TOTAL	\$931

In rendering this report, I have attempted to cover every phase of our activities. Likewise, in making the request for further facilities, I have tried to ask for only those items which will enable us to continue to grow and to take care of the ever-increasing number of patients.

Permit us to express the utmost gratitude for all the improvements and advantages that you made possible for the hospital during the past two years. The staff wishes to again pledge its support to the progressive health program fostered by the administration of the College.

Respectfully submitted,

L. H. B. Foote, M.D.

Business Manager's Report

Florida Agricultural and Mechanical College
Tallahassee, Florida

President J. R. E. Lee
Florida Agricultural and Mechanical College
Tallahassee, Florida

My dear President Lee:

As Business Manager and Custodian of the property of Florida Agricultural and Mechanical College, I have the honor herewith to respectfully submit my report for the biennium beginning July 1, 1930 and ending June 30, 1932.

Please permit me to express the genuine appreciation of all students, teachers and others interested in the welfare of the institution for the physical improvements so generously provided during the past biennium. The major of these being the construction of the Children's Practice School which is most complete in every detail and is ideal for practice teaching; the construction of the hospital annex which has provided space for the minimum number of beds required for an accredited hospital; the construction of two silos, each having a capacity of approximately 70 tons and providing adequate storing facilities in connection with the agricultural department; and the paving of a portion of our campus thoroughfare. All of these improvements have added greatly to the physical welfare of the institution. Again, please allow me to voice the sentiments of all those who are directly and indirectly concerned, in their sincere appreciation.

BOARDING DEPARTMENT

During the past biennium the boarding department has accommodated approximately 2100 students and teachers. It has been the endeavor of this department to give the best possible service at a minimum cost. To a reasonable extent, we have done this. We realize, however, that there is much room for improvement and are endeavoring to make as much progress as possible in this connection. During the past two years there have been installed several pieces of modern equipment which have added greatly to the service we have rendered. However, in order that we may continue to function adequately in the future and render a high standard of efficiency, it will be necessary to install additional equipment and to replace

some of that which has been in use during the past six or eight years. I am earnestly requesting that you deem it wise to recommend that the following be provided for in the next biennial appropriation:

KITCHEN

One Kitchen Range	\$ 800
One Serving Table	300
One Meat Cutter	495
One Potato Peeler	200
Two Vegetable Steamers	350
Two Coffee Urns for Teachers' Pantry	200
	12,345
TOTAL for Kitchen	12,345

DINING HALL

100 Bestwood Chairs	\$ 400
60 Tables	900
	13,300
TOTAL for Dining Hall	13,300

DORMITORIES

Please permit me to call your attention to the need for more dormitory space. At present, our dormitories will accommodate approximately 70% of our student body. During the past summer session our dormitory facilities were adequate for only 50% of our entire enrollment, which was above 1,000. In consideration of these facts, may I call your attention to the very immediate need for dormitories to relieve the over-crowded housing situation.

DORMITORY EQUIPMENT

Melvin Lodge, Clark Hall, Tucker Hall, and The Men's Union

These dormitories have never been completely furnished. The greater part of the present furnishings is in very poor condition. These buildings have never been equipped with beds suitable for dormitory use. The present equipment consists of army cots, purchased at various times as our needs demanded. For the equipment of these buildings in uniform manner with beds and drawers or chifferobes, as the case may be, which will compare favorably with the furniture in our newer dormitories, I am suggesting that an expenditure of \$4,000 be requested for this purpose.

LAUNDRY

The policy of the institution is to require that all girls who board on the campus do their laundry work in the institution's laundry.

That of the boys, the dining hall lines and the hospital lines are also done here. Our present facilities for adequately doing this are very poor—the equipment being most incomplete in every detail, and the building very much of a fire hazard—making it necessary to take every possible precaution at all times. For the erection of a brick laundry, moderately equipped, I earnestly hope that you will see fit to make a request for \$35,000 for a building and \$12,000 for equipment. The equipment which would be included herein could be used very satisfactorily for the instruction of those who would be interested in the laundry and dry cleaning business.

PIPE ORGAN

We are proud, and justly so, of the most complete auditorium and administration building of any Negro institution in the South. The fact that it is the pride of the entire Negro commonwealth of Florida is evident. In all of its appointments it is complete in every detail with the exception of a pipe organ. The addition of this equipment would not only serve as a means to make our devotional and other public exercises complete but would also serve as an instrument of instruction for those interested in the department of music. The many uses, of which you are aware, would fully warrant this installation. I have investigated and found that an organ such as would be necessary for an auditorium the capacity of ours would cost \$15,000 installed.

WALKS

Nothing adds more to the beauty of our campus than the paved walks which we have recently constructed within the past two years, leading to and from the main buildings. We have laid walks leading from the administration building to the boys' dormitories and directly in front of the administration building parallel with the paved highway. In order that we may complete these walks extending from the agricultural building to those in front of the girls' dormitories, and extending from the practice school to the mechanic arts building, may I ask your consideration in making a request for \$2,500 to cover such a project?

The following is an itemized statement of the funds of the boarding department; also of the appropriated monies covering this biennium.

J. R. E. Lee, Jr.

Business Manager.

SUMMARY OF BOARDING DEPARTMENT FUND

Receipts

Cash on hand July 1, 1930.....	\$ 11,110.05
Total receipts for Boarding Department from July 1, 1930 to June 30, 1932 (See Schedule "A").....	196,249.53
Gross Receipts	207,359.58

Disbursements

Total disbursements for Boarding Department from July 1, 1930 to June 30, 1932 (See Schedule "B").....	\$186,928.15
Balance on Hand June 30, 1932	\$ 20,431.43

**RECEIPTS AND DISBURSEMENTS
SCHEDULE "A"**

BOARDING DEPARTMENT RECEIPTS

<i>Months</i>	<i>Receipts</i>	
	1930-1931	1931-1932
July.....	\$ 6,070.05	\$ 6,121.75
August.....	5,354.65	4,407.23
September.....	9,805.54	10,008.17
October.....	5,366.51	4,215.20
November.....	7,647.70	7,167.00
December.....	8,465.98	7,146.65
January.....	8,577.28	7,875.62
February.....	8,216.96	8,801.54
March.....	8,554.78	7,628.14
April.....	8,918.96	7,461.45
May.....	8,860.83	8,102.89
June.....	17,068.85	11,830.98
TOTAL RECEIPTS	\$102,635.15	193,564.58

SCHEDULE "B"

BOARDING DEPARTMENT DISBURSEMENTS

<i>Months</i>	<i>Disbursements</i>	
	1930-1931	1931-1932
July.....	\$ 9,496.97	\$ 9,095.49
August.....	7,683.15	7,011.99
September.....	4,726.07	5,064.08
October.....	7,474.44	8,776.66
November.....	7,889.10	6,771.15
December.....	8,257.29	7,739.40
January.....	10,361.48	8,714.20
February.....	8,911.76	7,018.89
March.....	7,779.42	8,165.74
April.....	7,211.54	6,926.29
May.....	7,439.01	7,776.83
June.....	10,439.37	6,197.83
TOTAL DISBURSEMENTS	\$ 97,649.40	\$89,278.55

BOARDING DEPARTMENT

TABLE "A" (Continued)

DISBURSEMENTS ITEMIZED

Months	Water, Lights and Gas		Fuel		Laundry		TOTALS
	1930-1931	1931-1932	1930-1931	1931-1932	1930-1931	1931-1932	
July	\$ 787.18	\$ 956.86	\$ 50.00	\$ _____	\$ 92.47	\$ 47.00	\$ 1,942.53
August	827.15	843.16	_____	_____	44.36	30.61	1,745.28
September	366.15	193.55	9.00	_____	48.11	33.73	650.54
October	441.80	592.34	12.00	_____	106.04	124.36	1,276.54
November	868.25	785.43	_____	_____	124.99	103.75	1,882.42
December	1,057.39	917.13	4.00	4.00	91.24	120.24	2,194.00
January	1,223.18	1,036.38	_____	_____	126.86	115.00	2,501.42
February	1,065.65	1,070.28	_____	_____	106.56	100.00	2,342.49
March	923.66	1,105.08	_____	_____	105.00	100.00	2,233.74
April	1,200.55	717.33	_____	_____	104.62	124.99	2,147.49
May	877.12	576.11	_____	_____	100.52	100.00	1,653.75
June	1,006.85	589.39	_____	_____	51.86	55.53	1,703.63
TOTAL	\$10,644.93	\$ 9,392.04	\$ 75.00	\$ 4.00	\$ 1,102.65	\$ 1,055.21	\$22,273.83

BOARDING DEPARTMENT

TABLE "A" (Continued)

DISBURSEMENTS ITEMIZED

Months	Fee		Supervision and Labor		Incidental, Cash Advance and Equipment		TOTALS
	1910-1931	1931-1932	1930-1931	1931-1932	1930-1931	1931-1932	
July	\$ —	\$ —	\$ 1,376.98	\$ 1,262.92	\$ 2,382.84	\$ 2,164.18	\$ 7,186.92
August	102.05	77.30	473.58	497.69	3,031.59	1,777.69	5,980.10
September	32.00	28.00	424.73	609.43	2,628.41	1,900.81	5,623.38
October	—	30.50	1,049.95	1,291.76	1,801.12	1,884.82	6,018.11
November	38.50	22.50	1,211.01	1,202.60	1,818.29	1,748.09	6,040.99
December	54.00	28.00	1,313.44	1,210.10	2,006.67	1,825.44	6,237.61
January	20.20	30.00	1,221.30	1,435.30	2,151.46	2,689.68	7,747.74
February	16.00	38.11	1,079.25	1,332.62	2,097.04	1,531.56	6,094.38
March	16.00	34.80	1,079.11	1,366.00	2,134.96	1,711.97	6,362.84
April	—	36.00	1,086.02	1,441.50	1,868.74	1,484.11	5,916.37
May	60.00	32.00	1,215.06	1,314.26	1,903.93	1,860.21	6,383.48
June	25.60	—	1,019.21	1,164.26	2,841.69	1,739.86	6,794.62
TOTAL	\$ 364.35	\$ 357.41	\$ 12,149.44	\$ 14,128.44	\$ 26,910.76	\$ 22,138.42	\$ 76,428.82

BOARDING DEPARTMENT

TABLE "B"

<i>Months</i>	<i>Number of Students in Boarding Department</i>	
	1930-1931	1931-1932
July	320	360
August	43	52
September	295	335
October	387	407
November	391	407
December	391	407
January	400	398
February	400	388
March	415	387
April	415	385
May	415	385
June	371	301

RECEIPTS AND DISBURSEMENTS OF STATE AND
FEDERAL FUNDS

July 1, 1930 to June 30, 1932

SUMMARY OF STATE AND FEDERAL FUNDS

Receipts

Balance on Hand July 1, 1930	\$ 492.57
State Appropriation for 1930-31 and 1931-32	289,126.82
Federal Appropriation for 1930-31 and 1931-32	10,000.00
Receipts Incidental Fund 1930-31 and 1931-32 (See Schedule "D")	38,108.65
Receipts Hospital Fund 1930-31 and 1931-32 (See Table "I")	7,302.91
GROSS RECEIPTS	\$385,030.99

Disbursements

Arts and Science Department, 1930-31 and 1931-32 (See Table "C")	\$ 78,200.74
Agricultural Department, 1930-31 and 1931-32 (See Table "D")	38,253.19
Mechanic Arts Department, 1930-31 and 1931-32 (See Table "E")	52,607.56
Home Economics Department, 1930-31 and 1931-32 (See Table "F")	6,881.22
College Hospital, 1930-31 and 1931-32 (See Table "G")	9,740.22
Administrative Department, 1930-31 and 1931-32 (See Table "H")	103,443.89
Morrill Fund, 1930-31 and 1930-31 and 1931-32 (See Schedule "C")	50,000.00
Hospital Fund, 1930-31 and 1931-32 (See Table "I")	7,222.47
Incidental Fund, 1930-31 and 1931-32 (See Schedule "D")	37,923.43
TOTAL DISBURSEMENTS	\$384,272.72
BALANCE ON HAND JUNE 30, 1932	\$ 718.27

DISBURSEMENT OF STATE APPROPRIATION FROM JULY 1, 1930 TO JUNE 30, 1932
ARTS AND SCIENCE DEPARTMENT

TABLE "C"

SALARIES, EQUIPMENT AND OPERATING EXPENSE	1930-1931	1931-1932	Total Amount
<i>Salaries</i>			
Administrative Employees	\$ 2,520.00	\$ 2,520.00	\$ 5,040.00
Instructional	26,282.19	31,928.32	58,210.51
Library	2,375.00	2,275.00	4,650.00
<i>Equipment and Operating Expenses</i>			
Supplies	3,140.34	856.53	3,996.67
Labor	63.00	64.00	127.00
Books	3,348.53	2,823.03	6,171.56
TOTAL	\$37,734.06	\$40,466.68	\$78,200.74

AGRICULTURAL DEPARTMENT

TABLE "D"

SALARIES, EQUIPMENT AND OPERATING EXPENSE	1930-1931	1931-1932	Total Amount
<i>Salaries</i>			
Instructional	\$ 9,174.15	\$ 8,768.30	\$17,942.45
<i>Equipment and Operating Expenses</i>			
Supplies	3,180.82	2,365.43	5,546.25
Labor	7,630.45	7,134.04	14,764.49
TOTAL	\$19,985.42	\$18,267.77	\$38,253.19

MECHANIC ARTS DEPARTMENT

TABLE "E"

SALARIES, EQUIPMENT AND OPERATING EXPENSE <i>Salaries</i>	1930-1931	1931-1932	Total Amount
Instructional	\$ 6,524.95	\$ 8,669.00	\$15,193.95
<i>Equipment and Operating Expenses</i>			
Supplies	12,878.43	9,819.52	22,697.95
Labor	6,114.78	6,969.67	13,084.45
Repairs and Upkeep	1,035.01	596.20	1,631.21
TOTAL	\$26,553.17	\$26,054.39	\$52,607.56

HOME ECONOMICS DEPARTMENT

TABLE "F"

SALARIES, EQUIPMENT AND OPERATING EXPENSES <i>Salaries</i>	1930-1931	1931-1932	Total Amount
Instructional	\$ 3,110.00	\$ 3,315.00	\$ 6,425.00
<i>Equipment and Operating Expenses</i>			
Supplies	281.75	174.47	456.22
TOTAL	\$ 3,391.75	\$ 3,487.47	\$ 6,881.22

COLLEGE HOSPITAL

TABLE "G"

SALARIES, EQUIPMENT AND OPERATING EXPENSES <i>Salaries</i>	1930-1931	1931-1932	Total Amount
Administrative Officers	\$ 1,033.00	\$ 4,564.92	\$ 9,197.92
<i>Equipment and Operating Expenses</i>			
Labor	54.30	88.00	142.30
TOTAL	\$ 1,087.30	\$ 4,652.92	\$ 9,740.22

ADMINISTRATIVE DEPARTMENT

TABLE "H"

SALARIES, EQUIPMENT AND OPERATING EXPENSES	1930-1931	1931-1932	Total Amount
<i>Salaries</i>			
Administrative Officers	\$12,420.00	\$12,420.00	\$ 24,840.00
Administrative Employees	16,928.02	11,282.25	28,210.27
<i>Equipment and Operating Expenses</i>			
Supplies	20,606.41	20,054.79	40,661.20
Traveling Expenses	1,086.92	858.87	1,945.79
Labor	3,783.77	4,022.86	7,806.63
TOTAL	\$54,825.12	\$48,618.77	\$103,443.89
TOTAL Disbursements from July 1, 1930 to June 30, 1932			\$289,126.82

DISBURSEMENT OF FEDERAL FUNDS FROM JULY 1, 1930 TO JUNE 30, 1932
MORRILL FUND

SCHEDULE "C"

DEPARTMENTS	<i>Salaries</i>	
	1930-1931	1931-1932
Agricultural Department	\$ 3,140.00	\$ 4,246.62
Arts and Science Department	9,915.00	10,810.00
Mechanic Arts Department	8,785.00	6,860.00
Home Economics Department	3,160.00	3,080.00
Supplies		3.38
TOTAL	\$25,000.00	\$25,000.00
TOTAL from July 1, 1930 to June 30, 1932		\$50,000.00

HOSPITAL FUND

RECEIPTS AND DISBURSEMENTS FROM JULY 1, 1930 TO JUNE 30, 1932

<i>Receipts</i>	
Balance on Hand July 1, 1930	\$ 480.98
Total Receipts from July 1, 1930 to June 30, 1932	7,302.95
GROSS RECEIPTS	\$ 7,783.93
<i>Disbursements</i>	
Supplies (July 1, 1930 to June 30, 1932)	\$ 7,222.47
Balance on Hand June 30, 1932	\$ 561.46

DISTRIBUTION OF HOSPITAL DISBURSEMENTS

TABLE "I"

<i>Months</i>	1930-1931			1931-1932		
	<i>Supplies</i>	<i>Groceries</i>	<i>Labor</i>	<i>Supplies</i>	<i>Groceries</i>	<i>Labor</i>
July	\$ 313.14	\$ 152.37	\$ 35.00	\$ 44.10	\$ 314.06	\$ 35.00
August	88.54	145.55	43.75	41.20	33.19	43.75
September	54.93	74.27	35.00	178.74	51.63	35.00
October	112.12	112.68	35.00	399.60	91.31	43.75
November	452.95	112.89	43.75	47.50	82.15	35.00
December	137.75	113.35	35.00	32.78	190.64	35.00
January	370.98	125.15	43.75	78.52	—	43.75
February	87.69	116.58	120.00	499.65	—	35.00
March	97.23	65.05	35.00	256.90	102.14	35.00
April	32.23	75.09	35.00	69.36	90.13	43.75
May	105.78	64.21	43.75	108.44	105.21	35.00
June	36.31	65.78	35.00	207.71	89.96	35.00
TOTAL	\$ 1,889.78	\$ 1,222.77	\$ 540.00	\$ 1,964.50	\$ 1,150.42	\$ 455.00

INCIDENTAL FUND

SCHEDULE "D"

RECEIPTS AND DISBURSEMENTS FROM JULY 1, 1930 TO JUNE 30, 1932

Receipts

Balance on Hand July 1, 1930	\$ 11.59
Receipts from July 1, 1930 to June 30, 1932	38,108.65
GROSS RECEIPTS	\$38,120.24

Disbursements

Salaries	\$ 2,147.50
Labor	3,792.10
Equipment and Operating Expenses	31,983.83
TOTAL DISBURSEMENTS	\$37,923.43
BALANCE ON HAND JUNE 30, 1932	\$ 196.81

Women's Department

Florida Agricultural and Mechanical College
Tallahassee, Florida

President J. R. E. Lee
Florida Agricultural and Mechanical College
Tallahassee, Florida

My dear President Lee:

The two years since our last report have been marked by a steady increase in the enrollment of young women, a large majority being in the college department.

There is a noticeable increase in the number of young women who are applying for nurse training, so much so that it has been necessary to use an apartment for those for whom we had no room provided. This is an encouraging feature in our educational plan for young women.

The enrollment of teachers in the summer school is far in excess of our housing capacity, notwithstanding the fact that we use the college men's dormitory during the session.

As a matter of training, the girls are required to take care of their rooms, and are largely responsible for the general cleaning in the dormitories. A small amount is paid to a limited number of girls for some duties in the dormitories as well as those employed in the boarding department and other work on the campus. The money earned in this way goes toward their school expenses.

With few exceptions, the young women do their own laundering. It is therefore necessary that we have more modern equipment which will enable them to have a thorough knowledge in this line of industry. The facilities in our laundry are inadequate to meet the present needs.

The work in the dormitories, boarding department, and laundry, with the required course in Home Economics, gives them a practical knowledge of housekeeping which will help them to be of greater service in their homes and communities.

As stated in my last report, we are compelled to continue the use of Tucker Hall, a boys dormitory, for freshmen and high school girls. Aside from the fact that the building is at a distance from the other dormitories for girls, it is greatly needed to relieve the crowded condition in the men's department. Another dormitory for girls is an urgent need.

I wish to suggest that as soon as possible we have a cottage for teachers so that we may have the rooms, which are now occupied by them for girls. This would give additional room for at least sixty girls. These rooms are very much needed to partly relieve the present over-crowded conditions.

Repairs and some new equipment in several of the dormitories have added greatly to the comfort and happiness of the occupants.

A more intelligent and purposeful group of young people, a larger enrollment of teachers in the summer school each year, make the outlook for the future most encouraging.

Respectfully submitted,
N. S. McGuinn, Dean of Women.

WOMEN'S DEPARTMENT

Supplies and Equipment for New Dormitory.....	\$ 850
Clark Hall	1,100
Melvin Lodge	1,080
Tucker Hall	1,090

ESTIMATED COST OF UPKEEP

College Women's Building	\$ 700
Tucker Hall	400
Melvin Lodge	300
Clark Hall	300
Bathroom at Tucker Hall Remodeled	200

NEW BUILDINGS

Girls' Dormitory and Equipment	\$75,000
Cottage for Teachers and Equipment	15,000

Men's Department

Florida Agricultural and Mechanical College
Tallahassee, Florida

President J. R. E. Lee
Florida Agricultural and Mechanical College

Dear President Lee:

It is with pleasure that I respectfully submit to you a report of the Men's Department for the biennium beginning July 1, 1930 and ending June 30, 1932.

In my report prior to this I called attention to the fact that we were housing the young men of the college department in the new dormitory. I am delighted to state now that the enrollment of the college department has increased so rapidly within the past two years, that the new dormitory can hardly house two-thirds of the young men of college grade. The entire upper floor of the Men's Union is being used for the housing of young men of college grade. It will be necessary to use some rooms on the first floor for college men this year. If that must be done, it will mean that there will be practically no accommodation for the high school students. We have had to use the old band cottage as a dormitory and this is very inadequate for that purpose. You will see that another dormitory that will house 120 young men is very much needed.

During the year 1930-31 we housed 378 males who spent some time on the campus receiving instruction as follows:

Students of the regular term 1930-31	215
Students of the summer session	35
Vocational boys (short course)	70
Vocational teachers (short course)	9
4-H Club boys	4
4-H Club agents	5
Principals (attending Principals' Conference)	40
Basketball Tournament	231
Teachers and Coaches	35
Total	644

Notwithstanding the congestion and the undesirable places that we are forced to use sometimes, we found the spirit of the students in general very commendable. The department record for the two

years shows a marked improvement over the previous years. Very few cases called for discipline.

During the year 1931-32, we housed 477 males who received instruction, and 377 students, coaches and doctors who attended the Basketball Tournament, Principals' Conference and the Medical clinic as follows:

Students of the regular school year	232
Students of the summer session	23
4-H Club boys	63
4-H Club agents	6
Vocational boys (short course)	76
Vocational teachers (short course)	10
Principals (attending Principal's Conference)	71
Basketball tournament (boys)	101
Teachers (attending tournament)	63
Physicians (clinic)	13
<hr/> Total	<hr/> 854

REQUESTS

For the furtherance and promoting interest in the Military Science and Tactics, recommended the purchase of 200 wooden guns, in order that Manual of Arms may be taught. Manual of Arms holds a very unique place in the field of Physical Education. Two hundred dollars (\$200) will cover the cost of these guns and they can be purchased from the Narragansett Machine Company, Providence, Rhode Island.

The Men's Union (boys dormitory) and Gwynn Cottage (the cottage occupied by single male teachers) have never been furnished satisfactorily. The furniture of these two building cannot be compared in any way with the furniture of the new dormitory.

SUMMARY OF REQUESTS

New dormitory for boys	\$120,000
Equipment for dormitory	10,000
Furniture for Men's Union and Gwynn Cottage	2,925
General repairs of buildings and furniture	1,000
200 Wooden Guns for Physical Training Work	200
<hr/> Total	<hr/> \$137,125

In making the above requests, I am influenced by the desire to make the Florida Agricultural and Mechanical College for Negroes, second to none of its kind in the country.

(Signed): C. J. A. Paddyfoot, Commandant of Cadets.





